

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance Letter

We are pleased to inform you that you have been accepted into [Program/Position] at [Organization Name]. Your application stood out among many, and we are excited to welcome you to our team.

Details of your acceptance are as follows:

- ****Program/Position****: [Program/Position Title]
- ****Start Date****: [Start Date]
- ****Duration****: [Duration of Program/Employment, if applicable]
- ****Location****: [Location of Program/Job]

Please confirm your acceptance by [Confirmation Deadline] and do not hesitate to reach out if you have any questions.

Congratulations, and we look forward to having you on board!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]