

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the  
[Program/Position Name] at [Institution/Organization Name] for the  
[Term/Year]. We were impressed by your application and believe you will  
be a valuable addition to our community.

Please find enclosed important information regarding your enrollment,  
including next steps to complete your registration and any documentation  
required.

Congratulations on your achievement! We look forward to welcoming you to  
[Institution/Organization Name].

Sincerely,

[Your Name]  
[Your Title]  
[Institution/Organization Name]