

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [Program/Position Name] has been accepted. We are excited to welcome you to [Organization/Institution Name] as [specific role or program details]. Your start date will be [Start Date], and we will be providing you with [details about orientation, next steps, etc.]. Please feel free to reach out if you have any questions or need further information. Congratulations once again on your acceptance. We look forward to seeing you soon!

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Organization/Institution Name]