

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[University Name]
[Office of Admissions]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted for admission to [Program Name] at [University Name] for the [Term/Year]. Your outstanding academic achievements and commitment to your interests have distinguished you from a highly competitive pool of applicants.

Please review the enclosed information regarding your enrollment process, including important deadlines and steps to confirm your acceptance. We encourage you to [any specific actions you want them to take, such as attending orientation, completing documents, etc.].

Congratulations on this accomplishment! We look forward to welcoming you to our university community. Should you have any questions, please do not hesitate to contact the admissions office.

Warm regards,

[Your Name]
[Your Title]
[University Name]
[Contact Information]