

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

[University Name]  
[Admissions Office Address]  
[City, State, Zip Code]

Dear [Admissions Committee/Specific Name if known],

Subject: Admission Offer for [Program Name]

I am pleased to inform you that you have been accepted into the [Program Name] at [University Name] for the [Term/Year]. Your application demonstrated [specific strengths or highlights], which made you a standout candidate among many applicants.

Please find below essential information regarding your admission:

- \*\*Program Start Date:\*\* [Start Date]
- \*\*Orientation Date:\*\* [Orientation Date]
- \*\*Tuition Fees:\*\* [Amount/Method of Payment]

We invite you to accept this offer by [Acceptance Deadline]. Should you choose to accept, please complete the attached confirmation form and return it to our office.

Congratulations on this accomplishment! We look forward to welcoming you to the [University Name] community.

If you have any questions, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]  
[Your Title]  
[University Name]  
[Department or Admission Office]