

[University Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Student's Name],

Subject: Admission Notification for the [Program Name]

We are pleased to inform you that you have been accepted into the [Program Name] at [University Name] for the academic year [Year]. Your application stood out due to [brief mention of specific qualifications or achievements].

We invite you to join us for an orientation session on [Date of Orientation] at [Location/Online Platform], where you will receive important information regarding your program, resources, and campus life. Please confirm your acceptance by [Acceptance Deadline] by [instructions on how to confirm]. If you have any questions or need further assistance, do not hesitate to contact the admissions office at [Admissions Office Phone Number] or [Admissions Office Email].

Congratulations once again on your admission! We look forward to welcoming you to [University Name].

Best regards,

[Your Name]

[Your Title]

[Department/Office]

[University Name]

[University Address]

[City, State, Zip Code]

[University Phone Number]

[University Website]