

[Your Institution's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that you have been accepted into the [Program Name] at [Institution Name] for the [academic year/term]. Your academic performance and dedication stood out during the evaluation process, and we believe that you will make a valuable contribution to our academic community.

Please find enclosed further details about the enrollment process, including important dates and information regarding orientation. We encourage you to visit our website for additional resources and to connect with your future classmates.

Congratulations on this achievement! We look forward to welcoming you to [Institution Name].

Best regards,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]

[Contact Information]

[Enclosures: Enrollment Details, Orientation Information]