

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into the [Program Name] at [Institution/Organization Name]. Your application stood out among many, and we are excited to welcome you to our community.

Details of your acceptance are as follows:

- Program Start Date: [Start Date]

- Orientation Date: [Orientation Date]

- Next Steps: [Briefly outline any steps the recipient needs to take]

Please confirm your acceptance by [Confirmation Deadline] by replying to this letter or contacting us at [Contact Information].

Congratulations once again on your acceptance! We look forward to your contributions to [Program/Institution Name] and to supporting your journey.

Warm regards,

[Your Name]

[Your Title]

[Institution/Organization Name]

[Contact Information]

[Website, if applicable]