

[Your Company 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 [Program/Position Name] at [Organization/Institution Name]. Your application was highly impressive, and we believe you will bring great value to our team.

Program Details:

- Start Date: [Start Date]

- Duration: [Duration]

- Location: [Location]

Please find attached the enrollment form and further information regarding the next steps.

Congratulations on your acceptance! We look forward to welcoming you.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]