

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

Dear [Recipient Name],

We are pleased to inform you that your application has been successful, and we are happy to formally accept you into the [specific program/activity/exchange] for the [academic year/semester/date].

Your commitment and achievements have demonstrated that you are an ideal candidate for this opportunity. We believe that you will be an asset to our community and look forward to your participation.

Please find enclosed further details on the upcoming steps, including [any relevant instructions, deadlines or requirements].

Should you have any questions or require additional information, please do not hesitate to reach out.

Congratulations once again, and we eagerly anticipate welcoming you to [Program/Organization/Institution].

Sincerely,

[Your Name]
[Your Position]
[Your Organization]