

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's 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 you have been accepted into the [Program/Position Name] at [Organization Name] for the [specify time period, e.g., Fall 2023]. Your application stood out among numerous submissions, and we believe you will contribute positively to our community.

Your start date will be [Start Date]. We will provide you with additional information regarding orientation, necessary documentation, and any other relevant details in the coming weeks.

Congratulations on this achievement! We look forward to welcoming you to [Organization Name] and seeing the impact you will make.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title]
[Your Organization]