

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

Xuanan [Last Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear Xuanan,

We are pleased to inform you that you have been accepted into  
[Program/Position Name] at [Organization/Institution Name]. Your  
application stood out to us due to your [specific reasons related to  
qualifications, experiences, or skills].

We believe you will make a valuable addition to our team/community.

Please review the attached information regarding the next steps and any  
important details regarding your acceptance.

Congratulations once again! We are looking forward to welcoming you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]