

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [Program Name] at [Institution/Organization Name] for the [Term/Year].

We were impressed by your application and believe that you will be a valuable addition to our community. Your [specific qualities, experiences, or achievements] stood out during the review process.

Please find enclosed further details regarding your admission, including important information about enrollment, orientation, and registration.

We look forward to welcoming you to our institution. If you have any questions, please do not hesitate to reach out.

Congratulations once again!

Sincerely,

[Your Name]
[Your Title]
[Institution/Organization Name]
[Contact Information]