

[Your Name]
[Your Title]
[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 you have been accepted into the
[Program Name/Position Title] at [Organization Name] for the [specific
term or period, e.g., Fall 2023].

Your background and experience make you an excellent fit for our program,
and we are excited to have you on board.

Please find enclosed further details regarding the next steps, including
[any important information such as orientation dates, deadlines for
paperwork, etc.].

Congratulations once again on your acceptance! We look forward to
welcoming you to [Organization Name].

Best regards,

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