

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Institution Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the YXL program for the [academic year/term]. Your commitment and accomplishments have truly impressed our selection committee.

Program Details:

- Program Start Date: [start date]
- Duration: [duration]
- Location: [location]

We believe that you will contribute greatly to the program and benefit from the opportunities it provides. Please confirm your acceptance by [confirmation deadline] and feel free to reach out with any questions you may have.

Congratulations once again! We look forward to welcoming you to YXL.

Warm regards,

[Your Name]
[Your Title]
[Institution Name]