

[Your Name]
[Your Title/Position]
[Your Organization]
[Your 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/Position Name] at [Organization/Institution Name] for the [Term/Year]. Your application stood out among many qualified candidates, and we are excited to welcome you to our community.

You will find enclosed additional details regarding your acceptance, including information about orientation, registration, and other relevant resources.

Please confirm your acceptance by [Date] and do not hesitate to reach out if you have any questions or need further assistance.

Congratulations once again, and we look forward to having you with us!

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]