

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [Program/Position Name] at [Organization/Institution Name] has been accepted. We are excited to welcome you to our community and look forward to your contributions and achievements.

Your acceptance is effective as of [Start Date] and we encourage you to confirm your participation by [Confirmation Deadline]. Please find attached additional information regarding next steps and important dates.

Congratulations once again on your acceptance, and welcome to

[Organization/Institution Name]!

Sincerely,

[Your Name]
[Your Title]
[Your Organization]