

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's 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 talented candidates, and we believe you will be a valuable addition to our team.

Your acceptance is contingent upon [mention any conditions if applicable, e.g., submission of documents, background checks]. Please confirm your acceptance by [deadline date], and feel free to reach out if you have any questions.

Congratulations and welcome to [Organization/Institution Name]!

Sincerely,

[Your Name]

[Your Title]

[Organization/Institution Name]

[Contact Information]