

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 to
[Program/Position] at [Your Organization/Institution] for the [specific
term/semester, e.g., Fall 2024]. Your application stood out among a
highly competitive pool of candidates, and we are excited to have you
join us.

Please find enclosed [any relevant documents, e.g., enrollment
instructions, program details, etc.]. We ask that you confirm your
acceptance by [response deadline].

Congratulations once again on your acceptance! We look forward to
welcoming you to our community.

Sincerely,

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