

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Position/Title]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Congratulations! We are pleased to inform you that you have been accepted to [University Name] for the [Term/Year] academic year. Your application stood out among a highly competitive pool of candidates, and we are excited to welcome you to our community of scholars.

As a student of [specific program or major], you will have the opportunity to engage in [brief description of unique program features or opportunities]. We believe that your skills and passion for [relevant field or interest] will greatly contribute to our academic environment.

Please find enclosed information about your next steps, including enrollment instructions, important dates, and details about orientation.

We encourage you to reach out with any questions you may have.

Once again, congratulations on this achievement! We look forward to welcoming you to [University Name] and supporting you on your educational journey.

Sincerely,

[Your Name]
[Your Title/Position]
[University Name]