

[Your College/University Name]
[Office of Admissions]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Applicant's Name]
[Applicant's Address]
[City, State, Zip Code]

Dear [Applicant's Name],
We are pleased to inform you that you have been accepted to
[College/University Name] for the [Fall/Spring] [Year] semester. Your
application stood out among many and we are excited to welcome you to our
community.

Your acceptance is based on your outstanding academic performance,
extracurricular involvement, and the strengths you demonstrated in your
application materials. We believe you will make a valuable contribution
to our campus and thrive in our academic environment.

Enclosed you will find important information regarding your enrollment
process, financial aid options, housing, and upcoming events for admitted
students. Please review these materials carefully.

We invite you to visit our campus on [Date of Admitted Students Day] to
experience life at [College/University Name] firsthand. This is a great
opportunity for you to meet faculty, current students, and other admitted
students.

To confirm your enrollment, please submit your enrollment deposit by
[Deposit Deadline].

Congratulations once again on your acceptance. We look forward to seeing
you in the fall!

Warm regards,

[Your Name]
[Your Title]
[College/University Name]
[Department, if applicable]