

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for [Program/Position Name] has been accepted. We were impressed with your qualifications and believe you will be a great fit for our [program/team].

Here are the next steps:

1. [Next Step 1]
2. [Next Step 2]
3. [Next Step 3]

Please confirm your acceptance by [specific date] by replying to this email or contacting me at [your contact information].

Congratulations once again! We look forward to having you join us.

Best regards,

[Your Name]  
[Your Title]  
[Company/Organization Name]  
[Contact Information]