

Social Service Agency

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your application for enrollment in our [Program Name] has been accepted. We appreciate your interest in our services and are excited to have you as part of our program.

The program will commence on [Start Date], and we look forward to supporting you in achieving your goals. For your convenience, we have included important information below:

- **Program Location:** [Location Address]
- **Program Schedule:** [Days and Times]
- **Contact Person:** [Contact Name, Phone Number, Email]

Please feel free to reach out to us if you have any questions or require further information. Once again, congratulations on your acceptance, and we look forward to seeing you soon!

Warm regards,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency Contact Information]