

# Acceptance Confirmation Letter

Date: [Insert 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 officially accepted into the [Program Name] at [University Name] for the [Term/Year]. We are excited to welcome you to our diverse academic community.

Your acceptance is contingent upon the submission of the required documents, which include [list any necessary documents]. Please ensure that these are submitted by [insert deadline].

Enclosed with this letter, you will find further details regarding your enrollment process, including information about orientation, housing, and visa requirements.

If you have any questions or need additional information, please do not hesitate to reach out to the International Student Office at [Contact Email] or [Contact Phone Number].

Congratulations once again on your acceptance! We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]