

Letter of Acceptance

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 accepted into the Undergraduate Research Program at [University/Organization Name] for the [specific semester/year]. Your application stood out among a pool of talented candidates, and we believe your enthusiasm and skills will greatly contribute to our research team.

Your program will commence on [Start Date] and will run through [End Date]. You are required to attend an orientation session on [Orientation Date] at [Location/Virtual Link]. Additional information regarding your research project, mentor assignment, and work schedule will be provided at the orientation.

Please confirm your acceptance of this offer by [Confirmation Deadline], and feel free to reach out with any questions or concerns.

Congratulations once again! We look forward to welcoming you to our program.

Sincerely,

[Your Name]

[Your Title]

[Department/Program Name]

[University/Organization Name]

[Contact Information]