

University of Example

123 University Ave,
Example City, EX 12345

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into the [Program Name] for the [Term, Year] academic term at the University of Example. Congratulations on this significant achievement!

Your unique qualifications, dedication to your studies, and passion for [Field of Study] have impressed our admissions committee, and we are excited to welcome you to our academic community.

Please find attached additional information regarding enrollment steps, orientation dates, and important deadlines. We encourage you to reach out to us if you have any questions or need further assistance.

Once again, congratulations on your acceptance! We look forward to seeing you on campus.

Sincerely,
[Your Name]
[Your Title]
University of Example