

University Name

Address Line 1

Address Line 2

City, State, Zip Code

Date: [Insert Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that you have been accepted into the [Program Name] for the [Degree Type] degree at [University Name] for the academic year [Insert Year]. This is a significant achievement, and we commend you on your hard work and dedication.

Please find attached the details regarding enrollment, program requirements, and orientation. To accept this offer, kindly confirm your acceptance by [Insert Acceptance Deadline].

We look forward to welcoming you to our university community and are excited about the contributions you will make during your time here.

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Department]

[University Name]

[Contact Information]