To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: School/College/University Admission Acceptance Letter**

Dear Sir/Madam,

On behalf of [institution’s name], I am writing this letter to formally inform and congratulate you that your admission in [institution’s name] has been duly accepted. As you know, our institute enjoys a strong reputation for its high standards in academic excellence, we were pleased to review your application as you have an excellent academic history and a list of accomplishments and achievements. So, we hope that you will also be delighted to be a part of this prestigious institute.

We hope that your experience here at [mention institution’s name] will be fulfilling and satisfying. Best of luck for your future.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]