

College Acceptance Letter

[Your Name]

[Name of College]

[City, State Zip Code]

[Phone Number]

[Email Address]

DATE

[Name of Student]

[Student Address]

[City, State Zip Code]

Dear [Name of Student],

I am pleased to congratulate you on behalf of [Name of College] of your acceptance in the [Course] degree program at our college. This opportunity has been offered to you in recognition of your personal and academic achievements. I am positive that you would be a valued member of [Name of College].

I have enclosed a student starter package alongside this acceptance letter in anticipation of the questions you might need to ask about the college. With it, you can familiarize yourself with the campus facilities and opportunities within it. A comprehensive list of faculty staffs and contact details of admission officers in the college has been included should you have further questions.

An orientation program will be arranged within the first few weeks of resumption to introduce new students to college rules and the campus culture. You will receive an intimation a week before the set date, so we indulge you to join us on that special orientation day.

On behalf of the staffs of [Name of College], we wish you a successful academic journey.

Sincerely

[Signature]

[Your Name]