



[Date]

[Student Name]
[Student Address Line 1]
[Student Address Line 2]
[City, State ZIP Code]

Dear [Student Name],

Congratulations! On behalf of the faculty, staff, and administration at **[College/University Name]**, it is our pleasure to inform you of your admission to the **[Name of Undergraduate Program]** for the **[Fall/Spring YEAR]** semester.

Your application showcased remarkable accomplishments and potential, and we are thrilled to invite you to join our vibrant academic community. As a valued member of our incoming class, you will have access to innovative learning opportunities, dedicated faculty, and a campus culture that supports your growth.

To accept your offer, please visit our Admissions Portal at [\[Admissions Portal URL\]](#) to confirm your enrollment and submit your enrollment deposit by **[Deposit Deadline Date]**. Additional instructions and information about orientation, housing, and next steps are available in your applicant dashboard.

Should you have any questions or require assistance, our admissions team is here to support you. Please contact us at [\[Admissions Contact Email\]](#) or [\[Admissions Phone Number\]](#).

Once again, congratulations on your admission! We look forward to welcoming you to **[College/University Name]** and supporting you on this exciting new chapter in your academic journey.

Sincerely,

[Admissions Officer Name]
[Title], Office of Undergraduate Admissions
[College/University Name]
[College Address Line 1]
[College Address Line 2]
[College City, State ZIP Code]