

Graduate Program Acceptance Letter Template

(This template can be saved as a PDF for official use.)

Date: [Month Day, Year]

[Applicant's Full Name]

[Applicant's Address Line 1]

[Applicant's Address Line 2]

[City, State, Zip Code]

Dear [Applicant's First Name],

On behalf of the Admissions Committee of [University Name], I am pleased to inform you of your acceptance into the [Graduate Program Name] for the [Academic Year/Semester]. Your outstanding academic record and achievements distinguished you as an excellent candidate for our program.

Program Details:

Degree: [Degree, e.g., Master of Science in Biology]

Program Start Date: [Start Date]

Program Duration: [Duration, e.g., 2 years]

Please confirm your acceptance of this offer by [Response Deadline Date]. You can secure your place in the program by submitting the enclosed enrollment form and a non-refundable deposit of [Deposit Amount]. Detailed enrollment instructions are attached.

Should you have any questions or require further assistance, feel free to contact our Graduate Admissions Office at [\[email address\]](#) or by phone at [phone number].

Once again, congratulations on your admission. We look forward to welcoming you to our academic community and supporting your future success.

Sincerely,

[Admissions Officer's Name]

[Title, e.g., Director of Graduate Admissions]

[University Name]

[Contact Information]

Attachments: Enrollment Instructions, Enrollment Form, Program Handbook