

# Graduate School Acceptance Letter Sample

This sample letter is designed to help non-native English speakers understand the proper format and language for a graduate school acceptance letter. Make sure to personalize the details as needed.

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**Date:** June 15, 2024

**To:** [Applicant's Full Name]

**Address:** [Applicant's Address]

**City, State, Zip Code**

Dear [Applicant's Name],

Congratulations! We are pleased to inform you that you have been accepted into the [Name of Program] at [University Name] for the [Fall/Spring Year] semester.

Your application demonstrated strong academic potential and a passion for your field of study. We believe you will make a valuable contribution to our program and university community.

Please confirm your intention to enroll by completing the enrollment form available at [\[enrollment link\]](#) and submitting your tuition deposit by **[deadline date]**. Additional information about orientation, housing, and course registration is enclosed.

If you have any questions, feel free to contact our Admissions Office at [admissions@\[university\].edu](mailto:admissions@[university].edu) or call (123) 456-7890. We look forward to welcoming you to our graduate community.

Sincerely,

[Admissions Officer's Name]

Admissions Office

[University Name]

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This template includes the greeting, congratulations on admission, program details, enrollment instructions, and contact information, ensuring clarity for non-native English speakers.