[Date]

[Recipient]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name]

Congratulations! I am pleased to inform you that your application for admission to East Texas University has been approved. The university receives thousands of applications annually, so your admission to ETU is an endorsement of your accomplishments thus far as well as the potential we recognize for even greater things to come.

Please be sure to visit our student portal at FightingRavens.com to register for classes, housing, and meal plans. Finally, we hope to see you at the traditional East Texas University student orientation, Sweat Lodge. Check the university calendar for the next available date and location.

On behalf of the faculty and staff, I am proud to welcome you to East Texas University. We foresee you have much to contribute to the vitality of our campus and promise you'll have a life-changing education.

Sincerely,

[GM's name]

Dean of Admissions