

## COLLEGE ACCEPTANCE LETTER

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## Introduction

The objective of writing this letter is to express your acceptance towards someone for a reason. The acceptance letters can be written on any occasion whether it is related to admission process or new job offer etc. It is basically written to express your courteous behavior.

The letter should be written in such a way that it clearly state the reason as to why this letter is being written.

## College Acceptance Letter Tips

Following points should be considered for writing an effective acceptance letter:

- First and foremost it is vital to express your genuine sincerity while writing this letter.
- You should clearly state the reason of writing this letter.
- Letter should be brief and concise
- The wordings of the letter should be such that the other person should feel proud on his acceptance.
- Once you are through writing the letter, please recheck the same for grammatical mistakes or punctuation errors.

## Sample College Acceptance Letter

To,

\_\_\_\_\_  
\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Confirming your admission on the program "Research in Ayurveda"

Dear Paul,

We acknowledge the receipt of your application form no. 345 dated 30th July for the admission in our program "Research in Ayurveda" in our reputed Institute.

We have thoroughly gone through the enclosures submitted by you with the application form and we are glad to know that you have an excellent academic record. Your knowledge on Ayurvedic Herbs is commendable and worth reading. We would like to inform you that your application has been short listed and management has accepted the same. We, hereby, confirm your admission in the above mentioned program. Our next batch would be starting on 3rd August. So, you can take admission in the same batch. Please come prepared with all the documents required at the time of admission.

We whole heartedly welcome you in our campus. We look forward to see you on 3rd.

Yours truly,

Dennis Coleman

Chairman

College of Ayurveda and Research

## College Acceptance Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: College Acceptance Letter for Offering Admission

Dear \_\_\_\_\_(Sir or Madam),

This is with regards to your application form number \_\_\_\_\_ (What is the College Application Form Number) submitted on \_\_\_\_\_ (What is the Date on Which the Form was Received) for admission in the \_\_\_\_\_ (What is the Stream Opted for – Science/Commerce/Arts) stream of our college.

Through your documents and certificates submitted along with the application form we can make out that you had been a brilliant student of \_\_\_\_\_ (What is Name of the Student's Old Educational Institute). Keeping in mind your outstanding performance and past academic records, our management team has decided to accept your application for pursuing \_\_\_\_\_ (What is the Course Opted for) from our college. You are requested to visit the college with all the essential documents, both original and photocopied, to fill all the required forms and foster the admission process. Further to that, you can join our next batch of \_\_\_\_\_ (What is the Course Opted for) starting from \_\_\_\_\_ (When is the New Batch Starting)

With heartiest congratulations I welcome you in our college.

Thanking You

Yours truly,

Name and Signature

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