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## COLLEGE ACCEPTANCE LETTER

### **Included:**

Introduction

College Acceptance Letter Tips

Sample College Acceptance Letter

College Acceptance Letter Template

## Introduction

A college acceptance letter is a letter written by an institution of higher secondary education to a student who has applied for admission in their institution and has subsequently secured the admission.

College acceptance letters are reasons for great joy for students, and a mark of great pride and affection for their families. The arrival or presence of a college acceptance letter makes a lot of difference in a student's life. College acceptance letters are a combination of encouragement letters and introduction letters.

## College Acceptance Letter Tips

Some tips to write a good college acceptance letter:

- Always congratulate the recipient for his achievement. Mention that you have found him highly impressive and commendable. Also mention that you expect great things from him and that this institution will help him deliver his full potential.
- Mention some details about the date of starting, the day, what is necessary and required, etc. Inform the student of important pre-college notifications. Attach a dossier or a brochure if necessary.
- Keep the length of the letter short. Never make it too short, though. There should always be three paragraphs: the introductory one, the one with all the pertinent details, and the concluding one.

## Sample College Acceptance Letter

From,

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

Date-

To,

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

Subject: Approval of admission

Dear Mr./Ms. \_\_\_\_\_,

It gives us immense pleasure to inform you that your application for admission in Holy Trinity College has been approved. We have found your application as well as the interview you gave to be extremely satisfactory and promising and we believe we have found a hard-working and earnest student in you.

The college starts officially on the 17th of June. However, we at Holy Trinity have an informal bonding session meant exclusively for all the students who are new to the institution. We urge you to attend the session. Also, on the 17th of June, the college will have an orientation for all the students. Attendance for the orientation is mandatory. Several important details of the college will be disclosed to the students during this orientation.

We hope you've had a restful summer vacation and are prepared for some hard work in college! We heartily welcome you into the Holy Trinity family.

Congratulations and welcome!

Yours sincerely,

\_\_\_\_\_ [Name and post]

## College Acceptance Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: College Acceptance Letter for Confirmed Admission

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

We congratulate you for the acceptance of your application for the degree course in \_\_\_\_\_ (Which is the Course You Have Confirmed the Admission For). You are requested to report to the faculty Dean by the \_\_\_\_\_ (Which is the Proposed Date of Reporting) at \_\_\_\_\_ (What is the Proposed Time of Reporting) with all your necessary documents to complete the admission formalities.

Our college prides in providing the best study environment with the world-class faculty, state of art infrastructure and an extensive library. All this you must have evaluated yourself when you have visited our campus. We appreciate your decision of choosing the \_\_\_\_\_ (What is the Name of the University You Have Confirmed Admission for) as the first step for your career and we assure you that with the quality of education it delivers, it will be a stepping stone of your life. For further clarification and information you can get in touch with the management during the college working hours.

We wish you all the best for your career.

Thanking You

Yours truly,

Name and Signature

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