**Sample Admission acceptance letter**

Mc Carteny

2000 Lenax Drive

Lawerenceville,

New Jersey 237869

Dear Ms. Applicant

I am very pleased to inform you that your admission application has been accepted by the university. We have screened your profile and have gone through your academic details. Since you were a gold medalist in computer science, we are happy to take you for the information science post graduate level in the university. You are thereby informed to attend the second round that is the group discussion round. The group discussion is for formality and is not mandatory only to check your interpersonal skills but we advice you to attend it as the attendance is necessary for the future admission procedure. While coming please bring a copy of your academic credentials with you as it is needed for further references. Hope you will maintain the success you have achieved in our institute too. Please go through the circular regarding the dates of the final rounds. Congrats again and all the best for future endeavors.

Sincerely

Mc Carteny

(Office assistant)