

University Admission Letter Sample

Edna R. Pearce
1293 West Side Avenue
River Edge, NJ 07649

Dear Edna,

We are pleased to inform you that you have been offered a spot in the class of 2014 for the University of Oklahoma!

After reviewing your application and all the supporting documents, we have determined that you are exactly the kind of student that we are looking for to carry on the University of Oklahoma tradition.

Attached to this letter you will find a full admissions package, along with specific information on how to accept this offer. We ask that you respond within 4 weeks, as there are many other candidates who are waiting for any unaccepted spots!

Once again, congratulations. We hope to hear from you soon!

Sincerely,

University of Oklahoma Admissions