To

Mr. Daniel John

89-G, Manchester apartment,

Pink Square,

Date: 10th June, 20XX

Sub: Hogwarts acceptance letter

Dear Mr. Daniel,

Congratulations! This is to inform you that you have been accepted as a student at the Hogwarts University for the session starting from July, 20XX. We reviewed your application and were keen to know about your exceptional performance in the previous institutes. I would be glad to inform you that it was a unanimous decision by our faculty members as well as our administration department to accept you as a part of the prestigious Hogwarts University.

We have already booked a seat for you which should be confirmed by 30th June, 20XX by depositing the fee amount in favor of the University. The fee amount as well as the details on the procedure of fee payment can be seen from the official website of the university which is [www.ABC.edu.cs](http://www.hogwarts.edu.cs/). In case you face any issues, you can also consider calling our toll free number XXXX-XXX-XXX.

Students who have been admitted for the July session must fill up the online registration form to register their details for the classes they will be attending. You will soon be receiving a hard copy of this form which must be duly filled and sent on the specified address. In case of any assistance, please call XXXX-XXX-XXX.

Sincerely,

Amy Peterson,

Admission director,

Hogwarts University.