

<<letterhead or logo>>

<date>

<name>
<address block>

Dear <first name>,

Congratulations! I'm pleased to inform you that you have been awarded a <<position title>> with <<program or agency name>>, beginning in <<month year, or if known, month date, year>>.

As a <<position title>>, you will receive <<summary of benefits, such as living allowance and other benefits including program-specific benefits (e.g., tuition waiver, etc.)>>. The <<position>> award is contingent on <<list any contingencies such as "successful completion of required background check.">>.

<<Program name>> offers you an opportunity to add to your impressive credentials and experience as a community development professional. To indicate your acceptance of the position, please send written or e-mail confirmation by <<month day, year>> to <<contact name, address and e-mail>>.

Again, congratulations, and we look forward to seeing you in <<month>>.

Sincerely,

<<Name>>
<<Title>>