

5-20-14

John Smith

1234 Cherry Rd.

Dayton, OH 45417

Dear John:

Congratulations on your acceptance to the University of Learning.

You are now challenged with making the very important decision of selecting which college you are going to attend. We know that this can often be an extremely difficult decision for the young man or woman about to enter college?

At University of Learning, we recognize the importance of your decision and the commitment it entails to learn and develop by means association with an outstanding center of learning. As awesome as it may sound, this decision may very well have an impact on the quality of your life.

I believe that University of Learning offers not only a superb educational experience, but also promotes individual growth and development. Sixty percent of our faculty holds PhDs or laws degrees and we offer our students over 320 courses.

We encourage you to visit our campus if you can. If you have not made a commitment as to where you will attend college next fall, I hope you will carefully evaluate the information contained in this letter and seriously consider our university.

My very best wishes to you for successful collegiate experience, and I sincerely hope you will be joining us in the fall.

Sincerely,

Robin Smart

Director of Admissions