DATE

APPLICANT NAME

ADDRESS 1  
ADDRESS 2

Student ID: #######

Dear NAME,

We are very pleased to offer you admission into the XX Program at the University of Louisville. We had a large number of very fine applicants to our program so you should feel very proud of this offer.

The department is able to provide you with a Graduate Assistantship for 2017-2018 that will include a stipend, full non-resident tuition remission, and graduate health insurance. The 12-month stipend for Graduate Assistantship duties (20hrs/wk) is currently funded at a level of $22,000 per year. Your assistantship will start August 1, 2017.

We will consider this offer valid until April 15, 2017, unless declined by you at a prior time. If your reply is not received in writing, by e-mail, or by fax by that date, the offer of admission is withdrawn. Please reply in writing to: PROGRAM DIRECTOR NAME, (EMAIL ADDRESS; fax: 502-852-####).

Whatever you decide, we hope you will have a fine graduate program experience and go on to a highly successful career. Congratulations!

Sincerely,

John Doe, Ph.D.

Program Director

Jane Smith, Ph.D.

Chair, Department of XX