[date]

[Name]

[Address]

[city, state zip]

Dear [name]

Congratulations, you are among a very select group of students. Your excellence in academic performance here at East Texas University has earned a place on the Dean’s List of Honor Students for the **[Fall or Spring]** semester. As you know, this mark of distinction is limited to students of exceptional academic achievement during a full academic semester.

Your qualification to the Dean’s List will be noted in your official ETU transcript. On behalf of the university administration, faculty, and staff I want to extend my congratulations and appreciation for this excellent achievement. We wish you continued success.

Sincerely,

Dean of Admissions

Office of the Registrar