

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Online School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept my admission offer to [Online School's Name] for the [specific program/grade] for the [upcoming academic year/semester]. I am excited about the opportunity to further my education in such a dynamic online environment.

I appreciate the support and resources that [Online School's Name] provides to its students, and I am looking forward to engaging with both the faculty and my peers.

Please let me know if there are any further steps I need to take in order to complete my enrollment process.

Thank you once again for this opportunity. I am eager to begin my academic journey at [Online School's Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]