

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

Dear [Admissions Committee/Specific Recipient Name],  
I am writing to formally accept my admission offer for transfer to  
[University Name] for the [Fall/Spring] semester of [Year]. I am excited  
about the opportunity to join your academic community and further my  
education in [Intended Major/Program].

I appreciate the support and understanding throughout the application  
process. I am eager to contribute to [University Name]'s vibrant  
environment and engage with fellow students and faculty.

Please let me know of any next steps I need to complete prior to  
enrollment, and thank you once again for this opportunity.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]