

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

Dear [Admissions Officer's Name],

Subject: Confirmation of Admission to BBA Program

I am writing to formally confirm my acceptance of the admission offer to the Bachelor of Business Administration (BBA) program at [University Name] for the academic year [Year].

I am excited about the opportunity to join [University Name] and am eager to engage with the faculty and my fellow students. I am particularly looking forward to [mention any specific program features or interests]. Please find attached any required documents and my deposit payment as outlined in your offer letter. Should you need any additional information or forms, please do not hesitate to contact me.

Thank you for this incredible opportunity. I look forward to starting my academic journey at [University Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]