

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

[Recipient's Name]
[University Name]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to the Bachelor of Business Administration program at [University Name]. I am excited about the opportunity to enhance my knowledge and skills in business and to be a part of such a prestigious institution.

Thank you for this opportunity. I look forward to starting my studies in [start date].

Sincerely,

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