

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

Dear [Admissions Officer's Name],

I am writing to formally express my intention to enroll at [College Name] for the [specific term and year]. After careful consideration and research, I am confident that [College Name] is the right fit for my academic and personal growth.

I have attached my enrollment deposit, completed enrollment forms, and any other required documents as specified in the admissions packet. I am eager to begin my studies in [Intended Major] and contribute positively to the college community.

Please let me know if there are any additional steps I need to complete for my enrollment process. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]