

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

[Recipient's Name]  
[Recipient's Title]

Fox Valley Technical College

[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to Fox Valley Technical College for the [program name] for the [semester/year]. I appreciate the opportunity to be a part of such a reputable institution and am excited to begin this next chapter in my education.

I understand that I need to complete the following steps to secure my place in the program:

- [List any requirements, such as submitting a deposit, completing registration forms, etc.]

Please let me know if there are additional documents or information needed to finalize my acceptance.

Thank you for this incredible opportunity. I look forward to contributing to the Fox Valley Technical College community.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]