

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

[Date]
[Recipient Name]
[Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer of admission to the [Program Name] at [Institution Name] for the [Term/Year]. I am truly honored to have been selected and I am excited about the opportunities that await me.

I appreciate the confidence you have shown in me and I am looking forward to joining the [Program/Department] and contributing to the vibrant community at [Institution Name].

As required, I have completed [mention any necessary actions like submitting a deposit, forms, etc.], and I look forward to fulfilling any additional steps prior to my arrival.

Thank you once again for this wonderful opportunity. Please let me know if there are any further actions I need to take at this time.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]