

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

The Director
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110068

Subject: Admission Confirmation for [Program Name]

Dear [Director's Name],

I am writing to formally acknowledge and accept my admission to the [Program Name] for the [specific semester/year] at IGNOU. I am grateful for the opportunity to pursue my studies at such a prestigious institution.

Details of my admission are as follows:

- Enrollment Number: [Your Enrollment Number]
- Program: [Full Program Name]
- Study Center: [Study Center Name]

I have enclosed the necessary documents as per the admission requirements. Please let me know if there are further steps needed on my end or if there are any additional requirements I should be aware of.

Thank you for your assistance. I look forward to starting this academic journey at IGNOU.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]