

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

[Recipient Name]
[IGNOU Regional Centre Name]
[Regional Centre Address]
[City, State, ZIP Code]

Subject: Admission Confirmation for [Program Name]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to confirm my admission to the [Program Name] for the academic year [Year]. My enrollment number is [Enrollment Number].

I would like to express my gratitude for the opportunity to join the esteemed Indira Gandhi National Open University. I am excited to begin my studies and engage in the various academic activities offered by the university.

Please let me know if there are any additional steps or documentation required to complete my admission process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]