

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

Admissions Office
[Institute Name, e.g., Indian Institute of Management]
[Institute Address]
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Acknowledgment of Admission Offer

I am writing to formally acknowledge the receipt of my admission offer to the [specific program name, e.g., MBA Program] for the academic year [year, e.g., 2023-2025] at [Institute Name].

I am grateful for this opportunity and excited to accept the offer to join such a prestigious institution. I assure you of my commitment to uphold the values and standards of [Institute Name].

Please let me know if there are any further steps I need to complete to finalize my admission.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]

[Your Application ID or Roll Number] (if applicable)