

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

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

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally confirm my admission to the [specific program, e.g., MBA Program] at [Institution Name] for the academic year [year]. I am truly honored and excited about the opportunity to join such a prestigious institution and to further my education and career.

I have completed all necessary formalities as required by the admissions office and am looking forward to the next steps in the enrollment process. If there are any additional documents or information needed from my side, please do not hesitate to reach out.

Thank you once again for this incredible opportunity. I eagerly anticipate becoming a part of the [Institution Name] community.

Sincerely,

[Your Name]
[Your Application ID] (if applicable)