[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admission Office]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
Subject: Admission Confirmation for JEE Mains
Dear [Admission Officer's Name],
I am writing to formally confirm my acceptance of admission to [Course Name] at [Institution Name] for the academic year [Year]. I am grateful for the opportunity to be a part of such a prestigious institution.
My details are as follows:
- Name: [Your Full Name]
- JEE Mains Roll Number: [Your Roll Number]
- Course: [Course Name]
- Admission ID: [Your Admission ID]
I understand the conditions of my admission and am committed to complying with all the guidelines set forth by the institution. Please let me know if there are any further steps I need to complete prior to my enrollment.
Thank you once again for this opportunity. I look forward to starting my journey at [Institution Name].
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]