

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

[Recipient's Name]
[Recipient's Title]
[Kansas City Public Schools]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to [School Name/Program Name] at Kansas City Public Schools for the [specific academic year or term]. I am thrilled to have the opportunity to join such a distinguished institution and am eager to contribute positively to the school community.

Please find enclosed [any required documents, if applicable] as per your instructions. I understand that my enrollment is contingent upon completing any outstanding prerequisites and submitting all necessary forms by the deadlines provided.

Thank you for this incredible opportunity. I look forward to starting my journey at Kansas City Public Schools.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]