

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to [Program Name] at KLCC for the [Term/Year] academic term. I am thrilled to have the opportunity to join this esteemed institution and am eager to contribute to the [specific field or community].

I appreciate the support provided during the application process and am looking forward to the academic experiences that lie ahead. Please let me know if there are any additional steps I need to complete in order to finalize my enrollment.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]