

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

Dear [Recipient Name],

Subject: Admission Letter for [Course/Program Name]

I am writing to formally accept my admission to [Course/Program Name] at KTU for the academic year [Year]. I am grateful for the opportunity and am eager to be a part of the esteemed institution.

Please find attached the required documents as per the admission guidelines. I confirm my intention to enroll in the program and will comply with all necessary procedures outlined in the admission offer. Thank you for this incredible opportunity. I look forward to contributing to the university community and embarking on this exciting academic journey.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]