

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

[Recipient's Name]
[Department/Office Name]
[University/School Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name/Admissions Committee],
Subject: Response to Admission Offer

I hope this letter finds you well. I am writing to formally respond to the offer of admission to [Program Name] at KTU for the [academic year/term]. I would like to express my gratitude for the opportunity to join your esteemed institution.

[In this section, you may include whether you accept or decline the offer and any additional details.]

Thank you once again for this opportunity. I look forward to contributing to the academic community at KTU.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Application ID (if applicable)]