

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

[Date]  
[Recipient Name]  
[Department/Office]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer of admission to [Program Name] at [Institution Name] for the [Specify term or year, e.g., Fall 2024]. I am thrilled about this opportunity and look forward to being part of such a prestigious program.

As per the instructions, I have completed any required forms and submitted the necessary deposits. Please let me know if there are any additional steps I must take prior to my enrollment.

Thank you once again for this wonderful opportunity. I am excited to start this new chapter at [Institution Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]