

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Program Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept my offer of admission to the [Program Name] at [University Name] for the [Semester/Year] term. I am honored to join such a prestigious institution and excited about the opportunities that lie ahead.

Thank you for the support and guidance provided throughout the application process. I am eager to contribute to and engage with the [Department/Program] community.

Please let me know if there are any additional steps I need to take before my arrival.

Thank you once again for this incredible opportunity. I look forward to starting my journey with [University Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]