

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Admissions Officer's Name],

Subject: Confirmation of Admission for Undergraduate Program

I am writing to formally confirm my acceptance of the admission offer for the [specific program name] at [University Name] for the [academic year/semester]. I am excited to join your esteemed institution and look forward to contributing to the university community.

Please find attached any required documents and my enrollment deposit as per the instructions provided in my admission letter.

Thank you for this opportunity. I look forward to starting my journey at [University Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]