

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

[Recipient's Name]  
[Office of Admissions]  
University of Florida  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my gratitude for being accepted into the University of Florida as part of the [specific program or major] for the [upcoming term, e.g., Fall 2024] semester. I am thrilled about the opportunity to join such a prestigious institution.

Additionally, I would like to inquire about any available admission scholarships that I may be eligible for. Financing my education is a priority for me, and any assistance would greatly alleviate the financial burden.

I have maintained a strong academic record and have been actively involved in [briefly list relevant extracurricular activities, volunteer work, or leadership experiences]. I believe these experiences will allow me to contribute positively to the UF community.

Thank you for considering my request. I look forward to the possibility of attending the University of Florida and contributing to the campus community.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]