

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University of Queensland]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

RE: ACCEPTANCE OF OFFER FOR DISTANCE EDUCATION

I am writing to formally accept the offer of admission into the [Program Name] at the University of Queensland for the [Term/Year] academic session.

I appreciate the opportunity to pursue my studies through the distance education program. I am committed to maintaining my academic responsibilities and engaging fully with the course materials and requirements.

Please find the required documents processed and attached. I look forward to beginning this exciting journey and becoming a part of the UQ community.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]