

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

Dear [Recipient Name],

I am writing to formally accept the conditional offer of admission to [Name of Program] at the University of Queensland for the [Term/Year] semester. I appreciate the opportunity to further my studies at such a prestigious institution.

As per the conditions outlined in the acceptance letter, I understand that I must [list the specific conditions, e.g., submit final transcripts, complete required tests, etc.]. I am committed to fulfilling these requirements by the specified deadlines.

Please let me know if there are any further steps I need to complete to finalize my enrollment. I look forward to joining the UQ community and contributing to it in my academic capacity.

Thank you once again for this opportunity.

Sincerely,

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