

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

Dear [Admissions Officer's Name],

Subject: Acceptance of Admission Offer

I am writing to formally accept my offer of admission to [Program Name] at The University of Queensland for the [Term/Year, e.g., Fall 2024]. I am grateful for the opportunity to join [specific program or department] and am excited to begin my studies.

I have enclosed the necessary documents and completed any required forms as per the acceptance instructions provided in the offer letter. I understand that the next steps involve [mention any specific actions you will take, such as paying a deposit, registering for classes, etc.]. Thank you once again for this opportunity. I look forward to becoming a part of the UQ community.

Sincerely,

[Your Name]

[Student ID (if applicable)]