

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[University Name]  
[Department Name]  
[University Address]  
[City, State, ZIP Code]

Dear [Admissions Office/Recipient Name],  
I am writing to formally confirm my admission to [University Name] for the [specific program/degree] starting in [start date, e.g., Fall 2023]. I am grateful for the opportunity and excited to join the [insert brief description of the program or university community].  
I would like to express my gratitude for the acceptance and the support provided by the admissions team throughout the process. I have completed all necessary steps, including [mention any actions taken, e.g., submitting deposits, completing enrollment forms, etc.].  
Please let me know if there are any further steps I need to complete before the semester begins. I look forward to being an active member of the [University Name] community.  
Thank you once again for this wonderful opportunity.  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]  
[Program Name]