

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[University/College Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]

Dear [Admission Committee/Specific Name],  
I am writing to formally accept my admission offer to [Program Name] at  
[University/College Name] for the [Fall/Spring] [Year] semester. I am  
thrilled about the opportunity to continue my education at such a  
prestigious institution and am eager to contribute to the academic  
community.

My student ID is [Student ID Number]. I understand that the deadline for  
enrollment confirmation is [Date], and I have enclosed a copy of any  
required documents as per the admission instructions.

Thank you for this opportunity. I look forward to joining  
[University/College Name] and engaging with my fellow students and  
faculty.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]