

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Admissions Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Officer's Name],  
Subject: Confirmation of Admission

I hope this letter finds you well. I am writing to formally confirm my acceptance of the offer of admission to [Program Name] at [University Name] for the [Fall/Spring] [Year] semester.

I am grateful for this opportunity and excited to join the [University Name] community. Please find attached any necessary documents and my deposit payment as required.

Thank you once again for this incredible opportunity. I look forward to contributing to the university and engaging with my fellow students and faculty.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]