

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

Dear Admissions Committee,

I am writing to formally declare my intent to accept the offer of admission to [University/College Name] for the [specific program/degree] for the [academic year/term]. I am excited about the opportunity to join such a prestigious institution and am eager to contribute to the university community.

Please find attached the required confirmation form and any other necessary documents as per your instructions. I understand that the deadline for acceptance is [insert date], and I am submitting this declaration to ensure my position in the program.

Thank you for this wonderful opportunity. I look forward to your prompt confirmation and am excited about the next steps.

Sincerely,

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