

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

[Recipient Name]  
[University Name]  
[Department or Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Admission Response for [Program Name]

I am writing to formally respond to the admission offer I received for the [specific program] at [University Name]. I would like to express my gratitude for the opportunity and am pleased to inform you that I [accept/decline] the offer of admission.

[If accepting, briefly explain your excitement and plans. If declining, provide any relevant reasons].

Thank you once again for this opportunity. I look forward to [any next steps, if applicable].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]