

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]

Dear [Admissions Committee/Principal's Name],

I am writing to formally accept the offer of admission to [School's Name] for the [Grade/Class Name] for the academic year [Year].

I would like to express my gratitude for this opportunity and am eager to join the [School's Name] community. I am particularly excited about [mention any specific program, subject, or feature of the school that interests you].

Please find enclosed any required documents such as [list any documents if applicable, e.g., enrollment forms, transcripts, etc.].

Thank you once again for this opportunity. I look forward to starting my journey at [School's Name].

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]