

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

[Recipient Name]  
[Recipient's Position]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acceptance of Enrollment

I am pleased to inform you that I accept the offer of enrollment to  
[Program/ Course Name] at [Institution Name] for the academic term  
beginning [Start Date].

I am excited about the opportunity to join [Institution Name] and  
contribute to the [specific field or community]. I am committed to  
[briefly state any goals or aspirations related to your studies].  
Please let me know if you require any further information or  
documentation from my side. I look forward to your guidance on the next  
steps and any preparations I should complete prior to my start date.  
Thank you once again for this opportunity.

Sincerely,

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