

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to [Program Name] at [Organization/Institution Name] for the [Semester/Year]. I am thrilled to have the opportunity to join such a distinguished program and look forward to contributing to the academic community.

I appreciate the trust you have placed in me by offering this admission. Please let me know if there are any additional steps I need to complete or forms I need to submit to finalize my enrollment.

Thank you once again for this incredible opportunity. I am eager to begin my studies and engage with faculty and fellow students.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]