

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
Xi'an Jiaotong-Liverpool University

[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance of Offer to Study at Xi'an Jiaotong-Liverpool University

I am writing to formally accept the offer of admission to [Program Name] at Xi'an Jiaotong-Liverpool University for the [specify academic term, e.g., Fall 2023] term.

I appreciate the opportunity and am excited to join the university community. I understand that the commencement of my program will be on [start date], and I am prepared to fulfill any requirements necessary to finalize my enrollment.

Please let me know if there are any additional steps required on my part at this stage. Thank you for this incredible opportunity. I look forward to contributing to and growing within the XJTLU academic environment.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]