

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer of admission to [Program Name or Course Title] at [Institution Name] for the [Term/Year]. I am thrilled about the opportunity to join [mention any specific department, faculty, or group] and am eager to contribute to the [mention any specific activity or goal].

I appreciate the trust you have placed in me and am fully committed to upholding the standards of [Institution Name]. I have enclosed any necessary documents and the required deposit to confirm my place.

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

Sincerely,

[Your Name]

[Your Signature (if mailing)]