

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

Dear [Recipient Name],

I am writing to formally accept the offer of admission to [School Name] for the [fall/spring] term of [year]. I am grateful for the opportunity to join such a prestigious institution and am excited about the prospects that lie ahead.

I have reviewed the enrollment materials and will ensure that all necessary forms and deposits are submitted by the required deadline of [deadline date].

Thank you once again for this incredible opportunity. I look forward to becoming a part of the [School Name] community.

Sincerely,
[Your Name]