

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to  
[Program/University Name] for the [Term/Year]. I am honored to have been  
selected and am excited to join the [specific program name] as part of  
the [University/Institution name] community.

I understand that the next steps involve [briefly outline any next  
steps], and I am looking forward to completing these processes in a  
timely manner.

Thank you once again for this incredible opportunity. Please let me know  
if there are any additional steps I need to take at this time.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]