

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to  
[Program/Position] at [Institution/Organization Name] for the  
[Semester/Year]. I am honored and excited to join such a prestigious  
institution and contribute to the [specific field or project].

I appreciate the trust you've placed in me by offering this opportunity  
and look forward to starting my journey at [Institution/Organization  
Name]. Please let me know if there are any further steps I need to  
complete before my arrival.

Thank you once again for this incredible opportunity. I am looking  
forward to contributing to the [specific department or program] and  
connecting with my fellow peers and faculty.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Enclosures: if applicable]