

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

Dear [Recipient Name],

I am pleased to formally accept the offer of admission to [specific program] at ZQC for the [academic year/term]. I am excited about the opportunity to be a part of such a distinguished institution and look forward to contributing to the academic community.

Please find enclosed any necessary documents as requested. Additionally, I would like to affirm my intention to enroll and be part of the [specific details, e.g., orientation].

Thank you for this wonderful opportunity. I look forward to starting my journey at ZQC.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]