

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

[University Name]
[Admission Office]
[University Address]
[City, State, Zip Code]

Dear [Admission Officer's Name or Admissions Committee],

Subject: Confirmation of Admission

I am writing to formally confirm my acceptance of the admission offer to [Program Name] at [University Name] for the [Term/Year, e.g., Fall 2024]. I am thrilled to have the opportunity to join such a prestigious institution and am looking forward to embarking on this academic journey. As per the instructions provided in the admission offer, I have enclosed the required documents and the enrollment deposit of [Amount] to secure my place in the program.

Please let me know if there are any further steps required on my part or any additional information needed.

Thank you once again for this incredible opportunity. I am eagerly anticipating my time at [University Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]