

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

[University Name]  
[Department or Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Office],  
Subject: Acceptance of Offer of Admission

I am writing to formally accept the offer of admission to [Program Name] at [University Name] for the [Term/Year]. I am thrilled to have the opportunity to join such a prestigious institution and am eager to contribute to the academic community.

I would like to express my gratitude for this opportunity. I am confident that this program will help me achieve my educational and career goals. Please find attached any required documents and my acceptance fee, as requested.

Thank you once again for this opportunity. I look forward to starting my journey at [University Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Attachment: Acceptance Fee or Required Documents]