

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[University/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer of admission to
[Program/Department Name] at [University Name] for the [Term/Year]. I am
grateful for the opportunity and I look forward to joining the esteemed
community at [University Name].

Please find my acceptance fee/payment details enclosed. Should you
require any further information or documentation from my side, please do
not hesitate to reach out.

Thank you once again for this wonderful opportunity. I am excited to
begin my journey at [University Name].

Sincerely,

[Your Name]
[Your Student ID (if applicable)]