

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am thrilled to formally accept the offer of admission to the [Program Name] at [Institution Name] for the [term/year]. I appreciate the opportunity to join such a prestigious institution and am excited about the experiences that await me.

Please find enclosed any necessary documents as per your instructions. I look forward to attending orientation and connecting with my fellow students and faculty.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]