

Letter of Acceptance for Graduate Program

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

[Recipient Name]
[Title/Position]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer of admission to the [Program Name] at [University Name] for the [Term/Year]. I am grateful for the opportunity and excited to join such a distinguished program.

Enclosed, please find any required documents along with my acceptance deposit (if applicable). I look forward to contributing to the academic community and furthering my education at [University Name].

Thank you once again for this opportunity. Please let me know if there are any additional steps I should take at this time.

Sincerely,
[Your Name]