

Acceptance of Inter-University Exchange Program Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept your offer to participate in the Inter-University Exchange Program for the [specific semester/year]. I am thrilled about the opportunity to study at [Host University Name] and eager to immerse myself in the academic and cultural environment it offers.

Please let me know if there are any further steps I need to complete or paperwork to submit. I am looking forward to this exciting experience and am committed to making the most of it.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]