

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Graduate Program Coordinator's Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Graduate Program Coordinator's Name],

I am writing to formally acknowledge the receipt of the offer for admission to the [Program Name] at [University Name]. I am honored to have been selected and appreciate the opportunity to pursue my graduate studies at your esteemed institution.

After careful consideration, I am pleased to accept the offer and look forward to joining the program in [Start Term, e.g., Fall 2023]. I am excited about the academic and research opportunities that lie ahead and am eager to contribute to the university community.

Thank you once again for this incredible opportunity. If there are any additional steps I need to take before my enrollment, please let me know.

Sincerely,

[Your Name]