

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

Graduate School Name
Department Name
Address
City, State, Zip Code

Dear [Graduate Program Coordinator/Admissions Committee],

I hope this message finds you well. I am writing to formally respond to the offer of admission to the [Program Name] at [Graduate School Name] for the [Fall/Spring, Year] semester.

First and foremost, I would like to express my gratitude for the opportunity to join such a distinguished program. After careful consideration, I am thrilled to accept the offer and look forward to contributing to the academic community at [Graduate School Name].

Please let me know if there are any further steps I need to complete or forms I should submit to finalize my acceptance. I am eager to begin this new chapter in my academic journey.

Thank you once again for this incredible opportunity. I look forward to working with the faculty and my future peers.

Sincerely,
Your Name