

Sample Letter (fill in all underlined items with your information):

Admission Acceptance

(Current Date)

Director of Admissions (use name)

(College/University Name)

College/University Street Address

College/University City, State Zip)

Dear (Director's Name):

I was very pleased to receive your letter offering me a place in the freshman class at (College/University Name). I accept your offer with gratitude and look forward with great anticipation to spending my undergraduate career at your institution.

Sincerely yours,

(Signature)

(Your Name)

Your Social Security Number

Your Home Street Address

Your Home City, State Zip)