

# Graduate Program Admission Acceptance Letter Template

Below is a sample template for writing an acceptance letter for graduate program admission:

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

[Recipient Name]  
[Title, if known]  
[Graduate Program Coordinator/Admissions Office]  
[University Name]  
[Department Name, if applicable]  
[University Address]  
[City, State, ZIP Code]

Dear [Recipient Name or "Admissions Committee"],

I am writing to formally accept the offer of admission to the **[Program Name]** at **[University Name]** for the **[semester/year]** term.

I would like to express my sincere gratitude for this opportunity. I am honored to have been selected and am excited to join the program and contribute to the academic community.

As requested, I have attached/provided [any additional documents or information as required, e.g., completed forms, deposit payment confirmation, etc.]. Please let me know if any further steps are required on my end.

Thank you once again for this offer. I look forward to commencing my studies and engaging with the faculty and fellow students in the program.

Sincerely,  
[Your Name]

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## Tips:

- Respond before the program's deadline to secure your place.
- Double-check all details and proofread your letter for professionalism.
- Attach or submit any requested documents with your acceptance.