

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

[Recipient's Name]
[Graduate Program Name]
[University Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of admission to the [Name of Graduate Program, e.g., Master of Science in Environmental Engineering] at [University Name] for the [Fall/Spring] [Year] term. I am honored to have been selected and am excited to join your distinguished academic community.

I would also like to express my sincere appreciation for the [Teaching/Research/Graduate] Assistantship award. I am extremely grateful for this opportunity and intend to fulfill the position's responsibilities to the best of my abilities.

As outlined in the offer letter, I understand the assistantship includes:

- A stipend of [amount per semester/month]
- A tuition waiver covering [specify details, e.g., full/partial tuition]
- [Any additional benefits, e.g., health insurance]
- The expected workload of [number] hours per week for [teaching, research, or other duties]
- The duration of the assistantship, from [start date] to [end date/academic year or term]

I am eager to contribute to the department through my assistantship responsibilities, and I look forward to engaging in [briefly mention specific interests, e.g., research projects, teaching opportunities, or areas of focus].

Thank you once again for this incredible opportunity. Please let me know if there are any additional forms or documentation I should complete prior to the start of the term. I am looking forward to joining [University Name] and embarking on this next phase of my academic journey.

Sincerely,
[Your Full Name]