Example Letter – Student Accepting Admission and Confirming Enrollment

April 23, 2012

Anna Johnson 123 Hometown Street Anytown, MA 02115 Cell: 555.555.1234 college4annaj@yahoo.com

Office of Admission Two Rivers College 100 College Way, Suite 101 Anytown, OH 45202

Dear Admissions Officer,

I am writing to officially accept admission to Two Rivers College in fall 2012. Please find enclosed the optional contact information form and a \$300 check for the required enrollment deposit. Please let me know if any additional information is needed at this time.

I am very excited to become a member of the Two Rivers college community and anticipate a great college experience. I look forward to working with your office to prepare for enrollment in late August.

Thank you.

Sincerely,

Anna, Johnson