

IHE: Letter of Admittance Confirming Non-Conditional Acceptance into an Explicit Degree Program or Major (example)

[IHE letterhead]

Dear **[student name]**:

Congratulations! We are pleased to offer you admission as a **[type]** student to **[institution name]** for the **[term]** semester beginning **[date]**.

The degree program to which you are admitted is **[major department]** and you are admitted as an **[residency]** student for the fall. In order to accept our offer of admission, you must submit your enrollment confirmation of **[enrollment deposit]** no later than **[date]**. You can pay your confirmation fee online by visiting **[URL]**. Within the coming week, you will receive documents in the mail that outline the next steps you need to take to confirm enrollment to **[institution name]**. Your **[institution name]** ID is **[student ID]**.

Be sure to contact us with any questions or concerns you may have. Please accept my best wishes for your continued academic success.

Sincerely,

Director of Admissions
[Accredited Non-Profit Institution of Higher Education]