

## IHE: Written Confirmation of General Admittance (example)

**[IHE letterhead]**

Dear **[student name]**:

On behalf of **[institution name]**, it gives me great pleasure to offer you admission as a new first-year student for the **[term]** semester. We are excited for you to join the **[institution nickname]**!

After we process your **[enrollment fee]** deposit (1-2 business days), it will take 12 hours to generate your **[institution acronym]** username and password. You will receive a letter in the mail at your home address with your **[institution acronym]** logon information. If you'd like your **[institution acronym]** username and password before then, please allow 2 business days after submitting your deposit to contact the Admissions office at **[telephone number]**.

Once your enrollment deposit is processed, you will receive a housing booklet that will explain the housing process. Mailings will begin in **[month]**. Housing assignments are processed and based on the date you sign your agreement and submit your **[housing fee]** (fully refundable until **[date]**).

You are always welcome to contact our office with any questions or concerns regarding **[institution name]**.

Sincerely,

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