

**SAMPLE LETTERS – TO BE USED BY SENIORS IN RESPONSE TO ADMISSION  
NOTIFICATION**

**ACCEPTING AN OFFER OF ADMISSION**

Your Name  
Your Street Address  
Your City, State and Zip

Date

Director of Admission  
Name of College  
College Address

Dear Director of Admission (or name of representative you met),

I am pleased to accept your offer of admission into the freshman class. I am looking forward to attending in the (fall, spring) semester of 20\_\_\_\_\_.

Sincerely,  
(Your name)

**\*\*Be certain to enclose the deposit check and any other necessary forms.**

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**REGRETTING ACCEPTANCE LETTER**

Your Name  
Your Street Address  
Your City, State and Zip

Date

Director of Admission  
Name of College  
College Address

Dear Director of Admission (or name of representative you met),

Thank you for notifying me of my acceptance into the freshman class of the (fall, spring) 20 \_\_\_\_\_ term. However, since I applied several months ago, my educational plans have changed and I will not be attending your school. I have accepted admissions to (name of school).

I appreciate your confidence in me and thank you for your consideration.

Sincerely,  
(Your Name)