

MAIL to SELF

Dear [Name WITH title],

I am writing in to accept my enrolment in the post-graduate English program at [Name of University].

I am thankful for your assistance with the process of application. Thank you so much for making accommodations for my needs and offering me extra time to submit my essays.

Having the additional time allowed me to do my best work despite the limitations of my mental and physical health. I was delighted to see the admissions letter in the mail, and I'm looking forward to learning from the faculty at [Name of University].

My student ID is [student IS number] I have attached my housing request form, and the confirmation of payment to this email. I have also attached the request form for disability benefits to this email as well.

Thank you once again for all your assistance, and I look forward to joining you all at [Name of University] in the fall.

Yours truly,

[Your Full Name]