

Thank you letter for Admission in (course name) [Subject is mentioned right on top]

To,

The Principal

Mr./Mrs./Ms./ Full Name

(Name of the College/ Institution)

(address of the Institution)

Date: dd/mm/yy

Dear Sir/Madam,

I feel extremely happy and proud to have been accepted in your esteemed institution. You have been an amazing guiding force for me all this while. Being a college Principal, I have seen some of the greatest virtues I have found in any human being. You not only have the patience to deal with everyday tasks, but you also have the keen sense of judgement to ensure everything and everyone around you is properly stationed.

I genuinely appreciate your presence and would like to extend my sincere thanks for being the best principal ever. I am looking forward to being a part of this institution and helping in the greater good of all.

Thank you once again for thinking of me capable for this course.

Yours sincerely,

(your name)

(your department)

(your contact number)

(your email id)