

Date: <Date>

Subject: Offer letter for AdmissionsDear <Firstname> <Lastname>,
(Application ID: <ApplicationID>)

Congratulations! We are pleased to inform you that based on your written test and/or interview you have been allotted a confirmed seat for <Degree> in <BranchLongName> at The Institute of Something.

The admission fee payable for the first semester is:

Without Hostel (In Rupees)	With Hostel (In Rupees)
<FeeWithoutHostelInNumbers> (<FeeWithoutHostelInWords>)	<FeeWithHostelInNumbers> (<FeeWithHostelInWords>)

The admission fee must be deposited by <LastPaymentDate>. To accept the confirmed seat and pay the admission fee, log on to the portal portal (<https://your/portal/url/here/>). In case the admission fee is not received by the due date, your admission offer is liable to be canceled.

You are required to report and join the Institute on <InstituteJoinDate>. Regular academic session will commence on <SessionStartDate>. You will need to get your documents re-verified on the day of reporting. Till then your admission will remain provisional. If at any stage during your stay in the Institute, it is found that the information provided by you is misleading or wrong, your admission is liable to be canceled.

This is a ragging free Institute and there is no gender discrimination.

Once again, we congratulate you and look forward to your participation in the vibrant intellectual environment of the Institute.

*Signature***Official 1****(Designation of Official 1)***Signature***Official 2****(Designation of Official 2)****Attachments:**

1. Payment procedure
2. Refund policy

Note: All the legal matters will be subject to jurisdiction of courts in Institute city only.

Campus: Institute Campus, Post - PostOffice, District, City - PIN, State, Country

Tel.: xxxx - xxx - xxx (Toll Free), **E-mail:** email@your.institute.in,

Web: <https://www.institute.ac.in/>