

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the [offer/position/program] for [specific program/position] at [University/Company Name]. I am thrilled to have the opportunity to join your esteemed [institution/organization] and look forward to contributing my skills and enthusiasm.

As requested, I confirm my acceptance of the offer, and I am prepared to fulfill any necessary requirements and deadlines associated with this acceptance. Please let me know if there are any further steps I need to take.

Thank you once again for this incredible opportunity. I look forward to starting this new chapter at [University/Company Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]