

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that I accept the [position/program/event] offer from [Organization/Company Name] as discussed on [date of offer]. I am excited about the opportunity to contribute and be a part of your esteemed [team/community].

I understand that my start date is [start date], and I will be responsible for [any responsibilities or conditions related to the position].

Thank you again for this opportunity. I look forward to working with you.

Sincerely,
[Your Name]