

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

Dear [Recipient's Name],

I am pleased to accept the [offer/position/admission] for [specific position, program, or opportunity] at [Company/Organization Name]. I appreciate the opportunity and am excited to contribute to your team. As per our discussion, I confirm my [start date, program start date, or any other relevant timing] and agree to the terms outlined in the offer letter.

Thank you once again for this opportunity. Please let me know if you require any further information or documentation from my side.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]