

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

Dear [Recipient's Name],

I am writing to formally accept the offer for [Position/Program Name] at [Institution/Organization Name], as communicated in your letter dated [Date of Offer]. I am excited about the opportunity to join your team and contribute to [brief mention of relevant goals or projects].

As per the terms outlined in the offer, I confirm my acceptance and would like to express my gratitude for this wonderful opportunity. I am eager to begin on [start date] and will ensure that all necessary documentation is completed promptly.

Please let me know if there are any further steps I need to complete prior to my start date.

Thank you once again for this opportunity. I look forward to being a part of [Institution/Organization Name].

Sincerely,  
[Your Name]