

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

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

Dear [Recipient's Name],

I am writing to formally accept the invitation to join the [specific program, event, or opportunity] at [Company/Organization Name]. I am truly honored to be given this opportunity and look forward to contributing to [specific goals or objectives related to the program/event].

I appreciate the confidence you have shown in me, and I am eager to embrace the responsibilities that come with this acceptance. Please let me know if there are any documents or further steps required on my part. Thank you once again for this incredible opportunity.

Sincerely,

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