

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Adoption Agency's Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Adoption Agency's Contact Person's Name],
I am writing to formally confirm my acceptance of the adoption of [Dog's Name], a [Dog's Breed/Type] from your organization. I am grateful for the opportunity to provide a loving home for [him/her/them].

I understand that adopting a pet is a long-term commitment, and I assure you that I will provide [Dog's Name] with a safe, nurturing environment filled with love and care.

Please let me know about any next steps, including arrangements for pick-up and any necessary paperwork.

Thank you once again for the privilege of adopting [Dog's Name]. I look forward to welcoming [him/her/them] into my home!

Sincerely,

[Your Name]
[Signature, if sending a hard copy]