

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the GJ Tube placement at [Institution/Organization Name]. I am grateful for the opportunity and excited to start this new phase of my journey in [mention specific field or area].

I confirm my acceptance of the position and will comply with all necessary requirements outlined in the offer letter. Please let me know if there are any further steps I should take prior to starting.

Thank you once again for this opportunity. I look forward to contributing to the team and learning from the experience.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]