

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of Indian Administrative Service (IAS) officer as mentioned in your letter dated [date of the offer letter]. I am honored and excited to take on this significant role and contribute to the public service.

I confirm that I will report to [location] on [reporting date] as instructed. Please let me know if there are any documents or further information you require from me before my joining.

Thank you once again for this incredible opportunity. I look forward to serving the nation with dedication and commitment.

Sincerely,  
[Your Name]