

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

[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [specific program or position] at [Institution/Organization Name]. I am thrilled to join such a prestigious institution and am looking forward to contributing to [specific goals or projects related to the program].

I appreciate the opportunity and would like to confirm my acceptance by [provide any necessary details such as start date, funding acceptance, etc.]. 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 incredible opportunity. I look forward to being a part of [Institution/Organization Name] and to achieving great things together in the future.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]