

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [specific position/program] at [Organization Name] as outlined in the offer letter dated [date of the offer letter]. I am excited about the opportunity to join [mention any specific details about the organization or program] and contribute to [mention any goals or values of the organization].

As discussed, I confirm my start date will be [start date], and I understand that my starting salary will be [salary] with the following benefits [mention any relevant benefits].

Thank you once again for this opportunity. I look forward to being a part of the [Organization Name] team.

Sincerely,  
[Your Name]