

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

[Recipient Name]  
[Recipient Title]

KQKI

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to accept the [position/program/opportunity] offered to me at KQKI. I am excited to join such a reputable organization and am looking forward to contributing to the team.

As discussed, I accept the terms of the offer including [mention any specific terms, e.g., salary, start date, benefits]. I will do my best to fulfill the expectations set for this role and am eager to start on [start date].

Thank you once again for this opportunity. Please let me know if there are any documents or actions required on my part before my start date.

Sincerely,  
[Your Name]