

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer to join [specific program, role, or project] with KTBS. I am excited about this opportunity and look forward to contributing to the team and the mission of the organization. As discussed, I will [mention any specific details such as start date, responsibilities, or requirements]. Please let me know if there are any additional steps I need to take before my start date.

Thank you once again for this wonderful opportunity. I am looking forward to working with you and the rest of the KTBS team.

Sincerely,
[Your Name]