

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[KZRG Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for [Position/Program Name] at KZRG. I am thrilled to join your team and contribute to [specific aspect related to the organization].

As discussed, I confirm my starting date as [Start Date]. I appreciate the opportunity and look forward to working with everyone at KZRG.

Thank you once again for this incredible opportunity. Please let me know if there are any further steps I should complete prior to my start date.

Sincerely,
[Your Name]