

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

Dear [Recipient Name],

I am pleased to formally accept your offer for [specific position/service/product] as discussed on [date of offer]. I appreciate the opportunity and am excited to begin our collaboration.

As per our agreement, I confirm the following details:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Please let me know if you need any further information. I look forward to starting this endeavor with [Recipient Company].

Thank you once again for this opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]