

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the [Job Title] position at [Company's Name], as discussed on [Date of Offer]. I appreciate the opportunity to join your team and contribute to [specific goals or values of the company].

However, I would like to discuss a few conditions before finalizing my acceptance:

1. **[Condition 1]**: [Brief explanation of the condition and why it is important to you]
2. **[Condition 2]**: [Brief explanation of the condition and any supporting details]
3. **[Condition 3]**: [Brief explanation of the condition, if applicable]

I believe that addressing these points will lead to a mutually beneficial arrangement and ensure a successful start to my tenure at [Company's Name]. I am looking forward to your thoughts on these matters and hope to finalize the details promptly.

Thank you for your understanding.

Sincerely,
[Your Name]