

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
QJB [Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to formally accept the offer of [Program/Position Name] at
QJB. I am thrilled to have the opportunity to [briefly state what excites
you about the position or program].
As per the details provided, I confirm my acceptance and intend to
[mention any specific details such as attendance, start date, or other
commitments]. I appreciate the trust you have placed in me, and I am
eager to contribute to the [team/program] with my skills and dedication.
Please let me know if there are any further steps I need to complete
prior to my start date.
Thank you once again for this opportunity.
Sincerely,
[Your Name]