

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[QJM Office/Department Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of [specific position or opportunity] at QJM. I am excited about the opportunity to contribute to [mention any relevant specifics about the project or role], and I appreciate your confidence in my abilities.

I am looking forward to [mention any next steps, such as attending an orientation or starting date]. Please let me know if there are any documents or information you need from me prior to my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Title, if applicable]