

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

Dear [Recipient Name],

I am writing to formally accept the [specific program, position, or offer] at [Institution Name] for the [RLS - Research Leadership Scholarship] starting [start date].

I am grateful for this opportunity and excited to contribute positively to the [specific program or department]. I appreciate the support and resources that [Institution Name] offers, and I look forward to collaborating with fellow scholars and faculty members.

Please let me know if there are any further steps I should complete prior to my start date. I am eager to begin this journey and make the most of this experience.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]