

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

[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Organization/Institution Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for [specific program, job title, position, etc.] at [Organization/Institution Name], as outlined in your correspondence dated [date of the offer letter]. I am truly grateful for this opportunity and am excited to join your team.

I understand that my starting date will be [start date], and I am looking forward to contributing to [specific goals or projects related to the position] and collaborating with the team.

Please let me know if there are any documents or further information you need from me prior to my start date.

Thank you once again for this incredible opportunity.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]