

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of [describe the offer, e.g., employment, internship, scholarship, etc.] at [Company/Organization Name] as discussed. I am excited about the opportunity to [briefly mention what excites you about the role or position, e.g., work with the team, contribute to specific projects, etc.].

I confirm my acceptance of the position and agree to the terms outlined in the offer letter, including [mention key terms if applicable, such as starting salary, start date, etc.]. I look forward to beginning my journey with [Company/Organization Name] on [start date].

Thank you for this opportunity. Please let me know if there are any further steps I need to complete before my start date.

Sincerely,
[Your Name]