

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

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

Dear [Recipient's Name],

I am writing to formally accept the [specific offer, e.g., admission to the program, job position, etc.] extended to me by [Organization/Institution Name] on [date offer was made].

I am grateful for this opportunity and excited to join [Organization/Institution Name]. I appreciate the confidence you have shown in my abilities, and I look forward to contributing to [mention any specific area or aspect related to the offer, e.g., the team, program, etc.].

Please let me know if you need any further information or documentation from my side.

Thank you once again for this opportunity.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]