

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Xgram Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that your application to [describe opportunity, e.g., "join Xgram"] has been accepted. After careful consideration, we are excited to welcome you to [Xgram organization/program].

Details of your acceptance:

- Position/Program: [Position/Program Name]
- Start Date: [Start Date]
- Duration: [Duration, if applicable]
- Additional Information: [Any relevant details or requirements]

Please confirm your acceptance of this offer by signing and returning this letter by [response due date]. We look forward to having you on board and believe you will make a valuable contribution to our team.

Thank you and congratulations!

Sincerely,

[Your Name]  
[Your Position]  
[Xgram Organization Name]