

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

Dear [Recipient's Name],

I am writing to formally accept the offer for [position/program name] at [Organization/Institution Name] that was extended to me on [date of offer]. I am excited about the opportunity to [briefly describe what you will be doing or learning] and look forward to contributing to the team. As discussed, I will be starting on [start date] and have reviewed the terms and conditions of my acceptance. Please let me know if there are any documents or additional information you require from me prior to that date.

Thank you once again for this wonderful opportunity. I am eager to embark on this new journey with [Organization/Institution Name].

Sincerely,
[Your Name]