

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

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

Dear [Recipient's Name],

I am delighted to formally accept the offer for the [specific position/program] at Xtreme. I am thrilled to join such an innovative team and contribute to the exciting projects at [Company/Organization Name].

I appreciate the opportunity and am eager to begin on [start date]. I look forward to collaborating with my colleagues and making a positive impact within the organization.

Thank you once again for this opportunity. Please let me know if there are any forms or additional information you need from me prior to my start date.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]