

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

[Recipient Name]
[Recipient Title]

KXYS

[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to formally accept your offer for the [Position
Title/Program Name] at KXYS. I appreciate the opportunity and am excited
to contribute to the team starting on [Start Date].

Thank you for this opportunity. I look forward to working with everyone
at KXYS and contributing to [specific goals or projects].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]