

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

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

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the [specific program, position, or event] at [Organization Name], as discussed on [date of conversation]. I am excited about the opportunity to [briefly mention what you will be doing and your enthusiasm].

I appreciate your guidance throughout the application process, and I look forward to contributing positively to [Organization Name]. Please find attached any required documents as discussed.

Thank you once again for this opportunity. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Title, if applicable]