

[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 writing to formally accept your offer for [specific opportunity, program, or position] at [Company/Organization Name]. I am grateful for the opportunity and am excited to become part of the team.

I appreciate the chance to contribute to [mention any specific goals or objectives related to the opportunity], and I look forward to starting on [mention start date or time frame, if applicable].

Thank you once again for this opportunity. Please let me know if there are any formalities or documents you need me to complete prior to my start date.

Sincerely,
[Your Name]