

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

Dear [Recipient Name],

I am writing to formally accept the offer of [program/position] at [institution/company name], which was extended to me on [date of the offer]. I am grateful for this opportunity and excited to join your esteemed [program/team].

I would like to confirm my acceptance and provide the necessary information/documents as requested. Please let me know if you require anything further from my side.

Thank you once again for this wonderful opportunity. I look forward to starting on [start date] and contributing to [specific goals or values of organization].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]