

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer to [describe the opportunity, e.g., join your team, participate in a project, etc.] with [Company/Organization Name]. I am excited about the prospect of working with you and contributing to [mention specific projects, goals, or values relevant to the opportunity].

I appreciate the details outlined in the offer and am fully committed to fulfilling the responsibilities expected of me. I look forward to [mention any next steps or start dates if applicable].

Thank you once again for this opportunity. Please let me know if there are any documents or information you require from my side to finalize the arrangement.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization Name, if applicable]