

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

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

Dear [Recipient's Name],

I am writing to formally accept the [position, offer, invitation, etc.] for [specific details] with [Company/Organization Name]. I am enthusiastic about the opportunity and look forward to contributing to the team.

As discussed, I will [mention any relevant details such as start date, salary, and other terms].

Thank you once again for this opportunity. I am eager to get started and be a part of [Company/Organization Name].

Sincerely,  
[Your Name]