

## Formal Letter of Acceptance with Late Response

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally accept [the offer/the invitation to join/participate in] [describe opportunity: e.g., the role of Marketing Coordinator at ABC Company, the invitation to the Board of Directors, etc.].

Please accept my sincere apologies for the delay in my response. Due to [briefly state reason if appropriate, e.g., unforeseen personal circumstances/heavy work commitments], I was unable to reply within the initial timeframe. I truly regret any inconvenience my late reply may have caused.

I am very grateful for this opportunity and would like to thank you and the selection committee for considering me. I am honored to accept and look forward to making a positive contribution to [Company/Organization Name]. Please let me know if there are any additional steps I should take prior to [start date/next meeting/event].

Thank you again for your understanding and consideration.

Sincerely,  
[Your Name]