

Formal Acceptance Letter with Immediate Response Example

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

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

Dear [Recipient's Name],

I am writing to formally accept your offer of [position/contract/proposal/invitation] dated [offer date]. I would like to express my sincere gratitude for this opportunity and for the trust you have placed in me.

I confirm my acceptance of the stated terms and am fully committed to fulfilling all requirements and responsibilities as outlined in your correspondence. Please consider this letter as my immediate and official response.

Kindly let me know if there are any further documents or formalities to complete prior to [start date/next steps]. I am eager to begin and look forward to contributing positively to [company/organization/event/program].

Thank you once again for this opportunity. Should you require any additional information, please feel free to contact me at your earliest convenience.

Sincerely,
[Your Name]