

Graduate Assistantship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the graduate assistantship position in the [specific department or program name] at [University Name]. I am excited about the opportunity to contribute to the [specific projects or tasks] and to gain valuable experience in the field.

Thank you for this opportunity. I look forward to working under your supervision and contributing positively to the team.

Best regards,

[Your Name]