

Acceptance and Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the engagement for the TV program titled "[Program Name]" scheduled to be aired on [Date] at [Time]. I am excited to participate and contribute to the show.

Please confirm the details regarding the venue and any additional requirements needed for the shoot.

Thank you for the opportunity, and I look forward to working with the team!

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]