

Letter of Acceptance into Leadership Development Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am honored to accept your invitation to participate in the Leadership Development Program at [Organization Name]. I am excited about the opportunity to enhance my skills and contribute to the team's success.

Thank you for this opportunity. I look forward to the first session on [Insert Date] and to collaborating with fellow participants.

Sincerely,

[Your Name]