

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the freelance media writing offer you extended to me on [insert date of offer]. I appreciate the opportunity to collaborate with [Company Name] and contribute my skills in writing and media production.

After reviewing the details of the offer, I am excited to accept and look forward to starting our project on [insert start date]. Please let me know if there are any further steps needed from my side to facilitate the process.

Thank you once again for this opportunity. I am eager to work together and contribute to the success of [Company Name].

Sincerely,

[Your Name]