

Acceptance of Graduate Assistantship Offer

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Graduate Program Coordinator
Department Name
University Name
University Address
City, State, Zip Code

Dear [Coordinator's Name],

I am writing to formally accept the offer for the Graduate Assistantship position in the [specific department or program] for the [academic year/term]. I am grateful for this opportunity and am eager to contribute to the [briefly mention the department or project].

As discussed, I understand that my responsibilities will include [briefly outline expected responsibilities], and I am prepared to fulfill these commitments with enthusiasm and dedication.

Thank you once again for this incredible opportunity. I look forward to contributing to the [department/program] and working alongside my peers and faculty members.

Sincerely,

Your Name