

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 of the graduate assistantship and fellowship position in [Program/Department Name] at [University Name]. I am grateful for the opportunity to contribute to the research and academic activities while furthering my studies.

As per our discussions, my assistantship will begin on [Start Date], and I am looking forward to [mention any specific responsibilities or projects if applicable].

Thank you once again for this opportunity. I am excited to join [University Name] and contribute to the [specific area or project]. Please let me know if there are any documents or information you need from me at this stage.

Sincerely,

[Your Name]

[Your Program/Department Name]