

Acknowledgment of Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the offer for the position of Visiting Professor at [Institution's Name] that I received on [Date of Offer]. I am both honored and excited about the opportunity to contribute to your esteemed institution.

Thank you for considering my application. I appreciate the confidence you have shown in my abilities and look forward to further discussions regarding the terms of the appointment.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]