

Confirmation of Acceptance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the promotional offer for [describe the offer] that was presented to me on [date of the offer]. I appreciate the opportunity and am excited to begin [mention any relevant details about what you will be doing].

Thank you for this opportunity. I look forward to working together and making the most of this promotional offer.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]