

Residency Program Offer Acceptance

Date: [Insert Date]

[Program Director's Name]

[Program Name]

[Institution Name]

[Institution Address]

Dear [Program Director's Name],

I am writing to formally accept the offer to join the [Program Name] residency program at [Institution Name] starting [Start Date]. I am excited about the opportunity to train at such a prestigious institution and contribute to the team.

However, I would like to discuss a few conditional remarks regarding my acceptance:

- Completion of [specific prerequisite or requirement] by [date]
- Resolution of [specific issue] before [date]
- Potential adjustment of [specific circumstance] if necessary

Thank you once again for this incredible opportunity. I look forward to your response and to embarking on this journey together.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]