

Letter of Acceptance

Date: [Insert Date]

To: [Name of the Coordinator]

[Title]

[Organization Name]

[Organization Address]

Dear [Coordinator's Name],

I am writing to formally accept the offer to participate in the work-study program for community service projects with [Organization Name]. I am excited about the opportunity to contribute to meaningful initiatives and further develop my skills through this program.

I confirm my acceptance of the position starting on [Start Date] and understand the responsibilities and expectations associated with the role. I am committed to making a positive impact within the community and look forward to collaborating with the team.

Please let me know if there are any forms or additional information required prior to my starting date. Thank you for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]