

Work-Study Program Offer Acceptance

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer to participate in the Work-Study Program for graduate students at [University Name], as outlined in your offer letter dated [Insert Date]. I am truly excited about the opportunity to contribute to [specific department or project] while furthering my education.

Thank you for this opportunity. I look forward to starting on [insert start date] and will ensure that I meet all the necessary requirements before my start date.

Best regards,

[Your Name]
[Your Student ID (if applicable)]