

Work-Study Program Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title]

[Company/University Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer to participate in the Work-Study Program at [Company/University Name] for the [Specify Semester/Year]. I am excited about the opportunity to gain practical experience while furthering my academic goals.

I appreciate the confidence you have shown in me through this offer and look forward to contributing my skills while learning from your esteemed team. Please let me know if there are any forms or further information you need from my side to complete the enrollment process.

Thank you once again for this wonderful opportunity. I look forward to working with you.

Sincerely,

[Your Name]