

Acceptance of Work-Study Program Offer

Date: [Insert Date]

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

[Recipient's Name] [Title] [Department/Organization Name] [Address] [City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the research assistant role under the Work-Study Program. I am excited about the opportunity to contribute to [specific project or research topic] and to gain valuable experience in the field of [your area of study].

As discussed, I will begin my role on [start date] and will be available [insert hours or schedule]. I am looking forward to working with you and the team.

Thank you for this opportunity. Please let me know if there are any documents or further information you need from me prior to the start date.

Sincerely,

[Your Name]