

Letter of Acknowledgment

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

[Recipient Name]
[Recipient Title]
[School/Organization Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the offer of an assistantship position at [School/Organization Name] for the [specific term/semester] as per our recent communication.

I am grateful for this opportunity and excited about the prospect of contributing to [specific department or project] while furthering my academic pursuits. I appreciate the support and trust placed in me for this role.

Thank you again for this opportunity. I look forward to working together and contributing positively to the team.

Sincerely,
[Your Name]