**Sample Formal Acceptance Letter Template**

Formal Acceptance letter Template

From:

(Ajay Sharma)

(14, Sea View Apartments)

(Mumbai)

To:

(General Manager)

(Global Software Systems)

(Mumbai)

(15th July, 2004).

Dear Sir/Madam,

(Content..................................................)

Thanking you,

Sincerely,

(Ajay Sharma)