

Letter of Acceptance

A **letter of acceptance** is a response to an offer of a job or another opportunity. This type of letter should be brief, respectful, and written in formal English.

A Cook for Columbus

July 1492

Opening comes to the point immediately.

Dear Captain Columbus:

I am delighted that you have agreed to employ me as a cook on your Atlantic voyage. I accept with pleasure.

Formal English is used to address someone who is not a close friend.

As I told you in my interview, I have never believed that the Earth is flat. It is exciting to be setting out on a trip to prove that people can reach the East by sailing west.

Writer requests further information.

I do have one further question. Some people say that there are other lands between here and India. This sounds unlikely. What is your opinion?

Closing sentence returns to main idea.

I am honored to be sailing with you next month.

Yours truly,
Pablo Vasquez