

[Date]

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Acceptance of Project Assignment

Dear [Recipient Name],

I am writing to formally acknowledge and accept the assignment for the project titled "Project Name". I appreciate the trust placed in me to carry out this assignment and am committed to fulfilling the roles and responsibilities associated with it to the best of my abilities.

I look forward to contributing positively to the project and collaborating with the team to achieve the desired objectives.

Please let me know if there are any further instructions or documents required from my end at this stage.

Thank you.

Sincerely,

[Your Name]
[Your Position]
[Contact Information]