

<<Date>>

Dear <<Applicant's Name>>,

<<Program Name>> is pleased to formally offer you a position for our <<20__ to 20__>> program year. The position is a full-time service commitment from <<date>> through <<date>>.

To confirm your acceptance and your plan to participate in our program, please sign and return one copy of this Acceptance Letter by <<date>>. If you applied to this program using the << AmeriCorps or VISTA>> Web site, you must change your application status to ***accepted***.

If you have any questions and/or need assistance, please feel free to contact <<Name>>, Program Manager, at <<phone number>>, Monday through Friday, <<available times>>.

Sincerely,

<<AmeriCorps or VISTA>> Staff
<<Name>>, Director of Development and Outreach Services
<<Name>>, Program Manager
<<Name>>, <<Position Title>>
<<Name>>, <<Position Title>>

I, _____, intend to participate in <<Program name>> from <<date>> through <<date>>.

Signature: _____ Date: _____