

[insert organisation name/logo]

Sample Applicant Letter of Acceptance or Rejection

[insert staff name]
[insert organisation address]

[insert date]

Dear [insert staff name]

Thank you for your recent letter advising that [insert organisation name] has offered the provision of [insert program] support for [me] OR [insert applicant name] at [insert organisation address]

I wish to:

- Accept** the offer of placement
- Decline** the offer of placement

The reasons for declining the offer of a placement are outlined below.

Yours sincerely

Sign: _____

[insert applicant name]: _____

Date: _____