

Conditional acceptance pending details

Subject: Provisional Acceptance of Appointment

Dear [Recipient Name],

I have received your appointment letter dated [Date] and would like to provisionally accept the position of [Position Name]. However, I would like to clarify [specific terms, conditions, or start date] before confirming final acceptance.

I appreciate your understanding and look forward to resolving these details promptly.

Kind regards,

[Your Name]

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