

Media Internship Offer

Date: [Insert Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to extend to you an internship offer for the position of Public Relations Intern at [Company Name]. Your passion for communication and your academic achievements in public relations have impressed us, and we believe you would be a valuable addition to our team.

As an intern, you will have the opportunity to work on various projects, assist in media outreach, contribute to press releases, and support our team in organizing events. This internship will provide you with hands-on experience in the field of public relations.

The internship will commence on [Start Date] and will continue for [Duration], with an anticipated workload of [Hours Per Week]. This position is [Paid/Unpaid].

Please confirm your acceptance of this offer by signing and returning this letter by [Response Due Date]. We look forward to having you join us!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]