

# Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the [specific position] at [Company Name]. I am incredibly grateful for this opportunity and excited to contribute to your team.

Thank you once again for this amazing opportunity. I look forward to starting on [Start Date] and learning as much as I can during my time at [Company Name].

Sincerely,

[Your Name]