

Internship Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship position offered by [Company's Name] for the remote internship role in [specific department or position]. I am excited about the opportunity to contribute to your team and to learn from such a reputable organization.

As discussed, my internship will commence on [start date] and will run until [end date]. I am committed to dedicating my efforts to perform my duties effectively and to gain invaluable experience.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]