

# Internship Acceptance Confirmation

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 confirm my acceptance of the internship position at [Company Name] for the [specific role] starting on [start date]. I am excited about the opportunity to contribute to your team and gain valuable experience.

I appreciate the trust you have placed in me and am looking forward to working with the team. Please let me know if there are any forms or further information needed prior to my start date.

Thank you once again for this opportunity. I am eager to begin my internship and contribute to [Company Name].

Sincerely,

[Your Name]