

Acceptance Letter for Spring Hospitality Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Internship Coordinator's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I am writing to formally accept the offer for the Spring Hospitality Internship at [Company/Organization Name]. I am excited about the opportunity to contribute to your team and gain valuable experience in the hospitality industry.

As discussed, I will start my internship on [Start Date] and will be available for [Number of Hours] per week. Please let me know if you need any further documentation or information from my side prior to the start date.

Thank you once again for this opportunity. I look forward to joining [Company/Organization Name] and making a meaningful contribution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]