

# Affirmation Letter for Logistics Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Internship Offer**

Dear [Recipient's Name],

I am writing to formally accept the internship position with [Company's Name] as a Logistics Intern, which was offered to me on [Date of Offer]. I am enthusiastic about the opportunity to contribute to your team and gain hands-on experience in the logistics field.

As discussed, my internship will begin on [Start Date] and will run until [End Date]. I am looking forward to working with you and the team to understand the operations and strategies that drive success in logistics.

Thank you once again for this opportunity. Please let me know if there are any documents or information you need from me prior to my start date.

Sincerely,

[Your Name]