

Acceptance of Internship Offer

[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 offer for the [specific position name] at [Company's Name] for the [specific time period]. I appreciate the opportunity to be part of your esteemed organization and am eager to contribute to the team.

I confirm my start date as [start date] and expect to work [mention hours/days] as discussed. Please let me know if there are any documents or further information you require from my end before my start date.

Thank you once again for this incredible opportunity. I look forward to learning and contributing to [Company's Name].

Sincerely,

[Your Name]