

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge the receipt of the internship offer for the technology internship position at [Company's Name]. I am very excited about the opportunity to work with your team and contribute to [specific project or goal if known].

Thank you for considering my application. I look forward to joining your organization and will confirm my start date as discussed.

Sincerely,

[Your Name]