

Internship Confirmation Letter

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]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the internship position at [Company's Name] as a [specific position title], commencing on [start date] and concluding on [end date].

I am excited about the opportunity to work with your team and contribute to [specific projects or goals of the company]. Thank you for this amazing opportunity.

Please let me know if you require any additional information from my side prior to my start date.

Sincerely,

[Your Name]