

Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 [Position Name] position at [Company's Name]. I am thrilled about the opportunity to contribute to your team and gain valuable experience in [Field/Industry].

I confirm that I will begin my internship on [Start Date] and will work for [Duration/Hours]. Thank you once again for this incredible opportunity. I look forward to starting my journey with [Company's Name].

Sincerely,

[Your Name]