

# Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the internship position at [Company Name]. I am grateful for the opportunity to join your team and assist in [specific tasks or projects].

I confirm my availability to start on [start date] and am looking forward to contributing to the company and gaining valuable experience during my internship.

Thank you again for this wonderful opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]