

Internship Acceptance Letter

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the position of [Internship Position] at [Company Name]. I am grateful for this opportunity and excited to contribute to your team starting on [Start Date].

Thank you for this opportunity. I look forward to working with you and learning from everyone at [Company Name].

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]