

# Internship Confirmation Reminder

Date: [Insert Date]

To: [Intern's Name]

From: [Your Organization's Name]

Subject: Reminder: Internship Confirmation

Dear [Intern's Name],

We would like to remind you of your upcoming internship with [Your Organization's Name], which is scheduled to begin on [Start Date]. We are looking forward to having you as part of our team.

Please confirm your acceptance of the internship by [Confirmation Deadline]. If you have any questions or require further assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Contact Information]