

# Internship Program 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 your offer for the internship position at [Company's Name] for the [specific program or project name] starting on [Start Date]. I am excited about the opportunity to contribute to your team and gain valuable experience.

As discussed, my internship will commence on [Start Date] and will continue until [End Date]. I appreciate the chance to work under your guidance and look forward to learning from the professionals at [Company's Name].

Thank you once again for this opportunity. Please let me know if there are any documents or further information you need from my side prior to my start date.

Sincerely,

[Your Name]