

Application 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 internship offer for the position of [Internship Position] at [Company Name]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific area related to the internship].

I appreciate the offer and look forward to starting on [Start Date]. Please let me know if there are any documents or further information you require from my side prior to my start date.

Thank you once again for this opportunity. I am eager to join [Company Name] and contribute to the exciting work being done.

Sincerely,

[Your Name]