

Accepted Internship Opportunity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship position at [Company's Name] that I have been offered for the [specific duration, e.g., summer 2023]. I am truly excited about the opportunity to contribute to your team and gain valuable experience in [specific field/industry].

I appreciate the details outlined in your offer, including the start date of [Start Date] and the agreed-upon compensation of [Compensation Details].

Thank you once again for this incredible opportunity. I look forward to starting my internship and contributing to the success of [Company's Name].

Sincerely,

[Your Name]