

Internship Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the position of [Internship Position] at [Company's Name] as discussed on [Date of Offer]. I am excited about the opportunity to contribute to your team and to gain valuable experience in [Industry/Field].

I understand that my internship will begin on [Start Date] and conclude on [End Date], as outlined in the offer letter. I appreciate the opportunity to work under your guidance and I am eager to start this journey.

Thank you once again for this amazing opportunity. Please let me know if there are any further steps I need to take prior to my start date.

Sincerely,

[Your Name]