

Internship Position Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Internship Coordinator's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I am writing to formally accept the offer for the internship position at [Company Name] as [Internship Title], which will begin on [Start Date]. I am excited about this opportunity to contribute to your team and to gain valuable experience in [Field/Industry].

Thank you once again for this incredible opportunity. I look forward to starting my internship and working with you and the team at [Company Name].

Sincerely,

[Your Name]