

Internship Interview Acceptance Letter

Date: [Insert Date]

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally accept the invitation to interview for the internship position at [Company Name] on [Date of Interview] at [Time of Interview]. I am excited about the opportunity to discuss how my skills and enthusiasm align with the goals of your team.

Thank you once again for the opportunity. I look forward to our meeting.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]