

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Negotiation of Internship Terms**

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my gratitude for the offer to join [Company Name] as an accounting intern. I am excited about the opportunity to contribute to your team and develop my skills in a professional setting.

Upon reviewing the internship terms, I would like to discuss a few details to ensure a mutually beneficial arrangement. Specifically, I have questions regarding [specific terms you want to negotiate, e.g., hourly wage, remote work options, project responsibilities, etc.].

I believe that addressing these points will enhance my ability to contribute effectively to the team and maximize my learning experience during the internship.

Please let me know a convenient time for us to discuss these matters further. I truly appreciate your consideration, and I look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]