

# Acceptance of Extended 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 offered extended internship position at [Company's Name] for the period of [Insert Duration]. I am excited about this opportunity and am looking forward to contributing to your team while gaining valuable experience in [Field/Area of Work].

Thank you for this opportunity. I am eager to start on [Start Date] and will ensure that I am fully prepared to make the most of this internship.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]