

International Internship Invitation

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We are pleased to invite you to participate in our International Internship Program at [Company/Organization Name]. This internship will take place from [start date] to [end date] at [location].

During your time with us, you will have the opportunity to work on [brief description of projects or responsibilities], gaining valuable experience in [industry/field]. We believe that your skills and enthusiasm will greatly contribute to our team.

Please confirm your acceptance of this offer by [response deadline]. Should you have any questions or require further information, feel free to contact us at [contact information].

We look forward to welcoming you to [Company/Organization Name]!

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company/Organization Address]

[Contact Information]