

# Internship Invitation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that you have been selected for an internship position at [Your Company]. Your application impressed us, and we believe you will be a valuable addition to our team.

Internship Details:

- Position: [Internship Position]
- Duration: [Start Date] to [End Date]
- Location: [Office Location]
- Compensation: [If applicable]

Please confirm your acceptance of this internship offer by [Response Deadline]. We are excited to have you join us and look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]