

Acceptance of Technology Internship Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the Technology Internship position at [Company's Name] that was offered to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and to further develop my skills in the field of technology.

I confirm that I will begin my internship on [Start Date] as discussed. Please let me know if there are any documents or further information you need from my end prior to my start date.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]