

# Letter of Acceptance for Internship Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[NGO Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the internship position at [NGO Organization Name] as indicated in your offer letter dated [Date of Offer Letter]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific area or project].

As per the details discussed, I confirm my start date will be [Start Date] and I will work [Number of Hours/Week] at [Location or Remote]. I am looking forward to learning and contributing to the meaningful work that [NGO Organization Name] undertakes.

Thank you for this opportunity. Please let me know if there are any documents or further information you require from my side before my start date.

Sincerely,

[Your Name]