

Internship Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

Subject: Confirmation of Internship Offer

Dear [Recipient Name],

I am writing to formally accept the internship offer for the [Position Title] at [NGO Name], as discussed in our previous communication. I am excited about the opportunity to contribute to the team's efforts and participate in meaningful projects that align with my passion for [relevant field or cause].

As per our conversation, I confirm that my internship will commence on [Start Date] and will conclude on [End Date]. I am looking forward to joining the team and starting my journey with [NGO Name].

Thank you once again for this opportunity. Please let me know if there's anything further required from my side before the start date.

Sincerely,

[Your Name]