

Letter of Gratitude for Internship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my heartfelt gratitude for the opportunity to intern with [NGO Name]. I am truly honored to have been selected for this program, and I appreciate the time and effort you took to consider my application.

This internship aligns perfectly with my passion for [mention related cause or field], and I am excited to contribute to the meaningful work that your organization does. I look forward to learning from your team and gaining invaluable experience in the field.

Thank you once again for this incredible opportunity. I am eager to start this journey and contribute to [NGO Name].

Sincerely,

[Your Name]