

Internship Details Confirmation Letter

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 confirm my acceptance of the internship position at [Company's Name], as discussed on [Date of Conversation]. I am excited about the opportunity to work with your team and contribute to [mention any specific projects or goals].

Please find below the details of my internship:

- **Position:** [Internship Title]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Location:** [Office/Remote]
- **Supervisor:** [Supervisor's Name]

If you need any further information or documentation from my side, please let me know. I look forward to an enriching experience at [Company's Name].

Thank you once again for this opportunity.

Sincerely,

[Your Name]