

# Internship Offer Acceptance 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 formally accept the internship offer for the [Internship Position] at [Company's Name], which I received on [Date of Offer]. I am grateful for this opportunity and excited to contribute to your team.

I confirm that I will commence my internship on [Start Date] and will be available for [Duration]. Please let me know if there are any documents or further information you need from me before then.

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

Sincerely,

[Your Name]