

Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

Email: [Your Email]

Phone: [Your Phone]

[Internship Coordinator's Name]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Internship Coordinator's Name],

I am writing to formally accept the internship offer for the [Position Title] position at [Company Name]. I am excited about the opportunity to work with your team and contribute to [specific project or goal].

As discussed, I will be available to start on [Start Date] and will complete the internship by [End Date]. I look forward to working [part-time/full-time] and gaining invaluable experience in [field/industry].

Thank you once again for this opportunity. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]