

# Intern Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

I appreciate the confidence you have placed in me, and I am committed to making a positive impact during my time at [Company Name]. I am looking forward to starting on [start date] and will ensure I meet all prerequisites before my first day.

Thank you once again for this incredible opportunity. Please let me know if there are any forms or additional information you require from me before I start.

Warm regards,

[Your Name]