

# Internship Acceptance Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the acceptance of my internship position with [Company's Name] as a [Internship Position] starting on [Start Date]. I am grateful for the opportunity to learn and grow within your esteemed organization.

Thank you once again for this opportunity. I look forward to contributing to the team and gaining valuable experience during my internship.

Sincerely,

[Your Name]