

# Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship position of [Internship Title] at [Company's Name] as discussed. I am thrilled about the opportunity to contribute to your team and gain valuable experience in [specific field/area].

I confirm that I will be starting my internship on [Start Date] and will be available for the duration of [duration of internship].

Thank you for this incredible opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]