

Letter of Acknowledgment

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are thrilled to inform you that your application for the internship position at [Non-Profit Organization Name] has been accepted. We appreciate your interest in our organization and are excited to have you join our team.

Your internship will begin on [Start Date] and will continue until [End Date], during which you'll have the opportunity to engage in various projects and gain invaluable experience in [specific field or area of focus].

Please confirm your acceptance of this internship by replying to this letter by [Confirmation Deadline]. If you have any questions, feel free to reach out to us at [Contact Information].

Congratulations once again, and we look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]

[Organization's Address]

[City, State, Zip Code]