

Letter of Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am thrilled to formally accept the internship position at [Organization's Name] as [Internship Title]. I am incredibly excited about the opportunity to contribute to your mission and work alongside such a dedicated team.

Thank you for this amazing opportunity. I look forward to starting on [Start Date] and making a meaningful contribution to your organization.

Warmest regards,

[Your Name]