

Formal Acceptance Letter for Internship Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship position at [Organization's Name] for the [specific position name] that was offered to me on [date of offer]. I am excited about the opportunity to contribute to your organization and gain valuable experience in the field of [specific field or area].

I appreciate the chance to work with such a dedicated team and am looking forward to [mention any specific goals or projects if applicable]. As discussed, I will be starting on [start date] and will be available [mention your availability, e.g., hours per week].

Thank you once again for this incredible opportunity. Please let me know if you need any further information from my side prior to my start date.

Warm regards,

[Your Name]