

# Internship Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the internship position with [Organization Name] as discussed in our previous communications. I am excited to join your team and contribute to the important work you do.

The internship will begin on [Start Date] and will continue until [End Date]. I am available to work [Specify Schedule or Hours].

Thank you for this opportunity. I look forward to learning and growing during this internship.

Sincerely,

[Your Name]