

Internship Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the finance internship position at [Company Name] as detailed in your letter dated [Offer Date]. I am excited about the opportunity to work with your team and contribute to [mention any specific project or area of focus].

I confirm that I will be starting my internship on [Start Date] and that I will be available for the duration of the program, concluding on [End Date]. I appreciate the confidence you have placed in me and look forward to gaining valuable experience at [Company Name].

Thank you once again for this opportunity. Please let me know if there are any documents or further information you need from my side before the start date.

Sincerely,

[Your Name]