

Internship Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the Graphic Design position at [Company's Name], as discussed in our previous communications. I am excited about the opportunity to contribute to your team and enhance my skills in a professional environment.

I confirm my start date as [Insert Start Date], and I look forward to working for [Duration of Internship]. Please let me know if you need any additional information or documentation from my side before I start.

Thank you once again for this opportunity. I am eager to begin my journey at [Company's Name].

Sincerely,

[Your Name]