

Letter of Acceptance for Internship Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship offer for the Public Relations position at [Company Name] that was extended to me on [Date of Offer]. I am excited about the opportunity to work with your team and contribute to your projects.

As discussed, I will begin my internship on [Start Date] and work until [End Date]. I am looking forward to learning and growing in my role while contributing positively to [Company Name].

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

Sincerely,

[Your Name]