

Internship Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the research assistant internship position at [Company/Organization Name] as discussed on [Date of Offer]. I am excited about the opportunity to work with your team and contribute to the ongoing research projects.

As per the agreement, I will begin my internship on [Start Date] and will be available for [Duration/Full-time/Part-time] as discussed. I look forward to collaborating with everyone and gaining invaluable experience in the field of [Field/Research Area].

Thank you once again for this 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]