

Internship Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 offer for the Sales Internship position at [Company's Name] as discussed in our previous correspondence.

Thank you for this opportunity. I am eager to contribute to the team and gain valuable experience in the sales industry. I confirm that I will be available to start on [Start Date].

Please let me know if there are any further steps I need to complete prior to my start date.

Thank you once again for this amazing opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]