

Co-op Program 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 to join [Company's Name] as a co-op student for the [specific term, e.g., Summer 2023]. I am excited about the opportunity to work with your team and gain valuable experience in [specific area or field].

Thank you for this amazing opportunity. I look forward to contributing to [Company's Name] and learning from your esteemed team.

Sincerely,

[Your Name]