

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Institution Name]

[Company/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my gratitude for the offer to participate in the co-op program at [Company/Institution Name]. I am very excited about the opportunity; however, I require some clarification regarding a few details before I can confirm my acceptance.

Specifically, I would appreciate more information on the following:

- The duration of the co-op program
- The expected start date
- The stipend or compensation structure, if applicable
- Any specific responsibilities or projects I would be involved in
- Opportunities for professional development during the program

Best regards,

[Your Name]