

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for the opportunity to participate in the [Co-op Program Name] at [Company Name]. I am truly honored to have been selected and am excited about the chance to contribute to your esteemed organization.

Thank you for the confidence you have shown in me. I am looking forward to gaining invaluable experience and enhancing my skills during this co-op program.

Please let me know if there are any formalities to complete prior to starting. I appreciate this incredible opportunity and am eager to begin this exciting journey.

Thank you once again for this opportunity.

Sincerely,
[Your Name]