

# Letter of Acceptance for Work-Study Program Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Work-Study Program positioned as a [Position Title] for the upcoming summer internship at [Company/Organization Name]. I am truly grateful for this opportunity and excited to contribute to your team.

As discussed, I will be available to start on [Start Date] and will be committed to the required hours throughout the duration of the internship. I look forward to gaining valuable experience and skills that will help me grow professionally.

Thank you once again for this amazing opportunity. Please let me know if there are any documents or further information you need from me before my start date.

Sincerely,

[Your Name]