

Acceptance of Internship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Industrial Training internship position at [Company Name], as discussed in your email dated [Insert Date of Offer]. I am excited about the opportunity to contribute to your team and gain valuable experience in the field of environmental science.

I appreciate the trust you have placed in me and am eager to start on [Start Date]. Please let me know if there are any documents or information you need from my side before then.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]