

Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally accept the extended internship opportunity with [Company Name] as discussed in our recent conversation. I am excited about the chance to further my skills and contribute to the team.

I am grateful for this opportunity and look forward to starting on [Start Date]. Please let me know if there are any documents or information you need from me prior to my start date.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]