

Letter of Acceptance of Extended Internship Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the extended internship position at [Company's Name], as discussed in our recent conversations. I appreciate the opportunity to continue my involvement with your team and contribute to [specific project or area].

As per the terms we discussed, I understand that my new internship period will be from [start date] to [end date], with the same responsibilities and working hours as previously outlined. I am eager to further develop my skills and learn more about [specific aspects of the company or industry].

Thank you once again for this opportunity. I look forward to working closely with you and the rest of the team during this extended period.

Sincerely,

[Your Name]