

# Internship Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Internship Coordinator's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Internship Coordinator's Name],

I am writing to confirm my acceptance of the internship offer for the position of [Internship Position] at [Company/Organization Name]. I am excited about the opportunity to work with your team and contribute to the exceptional work your organization does in [Industry/Focus].

[Paragraph expressing gratitude, excitement, and commitment.]

I am confident that my skills in [Relevant Skills] and my passion for [Industry/Focus] will allow me to make valuable contributions to the projects and initiatives during my internship.

I appreciate the confidence you have shown in me and I look forward to starting my internship on [Start Date]. Please let me know if there are any further details or preparations I should be aware of.

Thank you again for this opportunity. I am eager to begin this journey with [Company/Organization Name].

Sincerely,

[Your Name]