

## Internship Acceptance Letter and Salary Negotiation Template

Below is a template you can use to write your internship acceptance letter, with a section to respectfully negotiate salary if needed.

### Internship Acceptance Letter Template

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
I am writing to formally accept the offer for the [Position] internship at [Company/Organization Name], as outlined in your letter dated [Offer Date]. I would like to express my : I am eager to apply my [mention relevant skills or experiences] and learn from the esteemed professionals at [Company Name]. I appreciate the confidence you have shown in me by o : [Optional: If you want to negotiate salary, add the following section.]  
Before moving forward, I wanted to discuss one aspect of the offer. Based on my skills in [briefly mention your skills/experience/relevant coursework] and considering the industr: Thank you again for this wonderful opportunity. Please let me know if there are any further steps I need to take before my start date.  
Sincerely,  
[Your Name]

### Tips for Salary Negotiation in Your Acceptance Letter:

- Be polite and express gratitude for the offer before discussing compensation.
- Provide a brief justification for your requested adjustment (skills, experience, or market rates).
- Phrase your request as a question, showing you are open to discussion.
- Avoid ultimatums; focus on establishing a positive and professional tone.