

Thank-You Letter for Unpaid Internship Offer

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to sincerely thank you for offering me the unpaid internship position at [Company/Organization Name]. I am truly grateful for this opportunity and appreciate your confidence in my abilities.

I am eager to contribute to your team and am excited about the prospect of learning from professionals in the field. This internship represents a valuable opportunity for me to develop my skills, gain practical experience, and deepen my understanding of [industry/field]. I am committed to approaching this experience with enthusiasm, dedication, and a strong work ethic.

Thank you again for this wonderful opportunity. I look forward to starting the internship on [start date] and making a meaningful contribution to your organization.

Sincerely,

[Your Name]