

# Internship Acceptance Letter with Flexible Start Date Request

[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 formally accept the offer for the [Internship Position Title] at [Company/Organization Name]. I am truly grateful for this opportunity and appreciate your confidence in my abilities to contribute to your team.

I am enthusiastic to begin my internship and look forward to learning from and working with the esteemed members of your organization. However, I would like to respectfully request some flexibility regarding the start date. Due to [briefly state reason, e.g., "academic commitments" or "personal circumstances"], I am hoping to discuss a possible start date around [suggested start date or time frame], if this aligns with your program's requirements and organizational needs.

I am committed to making this transition as smooth as possible and am open to discussing any alternatives or adjustments that may better suit the team's schedule. Please let me know if this adjustment is possible, or if there are other considerations to keep in mind.

Thank you once again for this wonderful opportunity. I am excited to contribute my skills and enthusiasm to [Company/Organization Name] and look forward to your response.

Sincerely,  
[Your Name]