

## Sample Letter for Confirming Acceptance of Unpaid Internship

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supervisor's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally confirm my acceptance of the **unpaid internship** position offered by [Company/Organization Name]. I am sincerely grateful for this opportunity and am excited to join the team as an intern.

I am delighted to accept the internship position and will be able to begin on [Start Date], as discussed. I am committed to making a positive contribution to [Company/Organization Name] and look forward to learning, developing my skills, and supporting your team to the best of my ability.

Thank you once again for this wonderful opportunity. If there are any additional documents or requirements that I need to complete prior to my start date, please let me know. I look forward to joining your organization and contributing to your ongoing projects.

Sincerely,  
[Your Name]