

# Internship Project Acceptance Letter

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**Michael Anderson**

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June 12, 2024

**Dr. Linda Thompson**

Project Coordinator  
Innovation Tech  
Research and Development Department  
654 Progress Lane  
Techville, State, 67890

Dear Dr. Linda Thompson,

I am writing to formally accept the offer for the Internship Project at Innovation Tech. I am genuinely grateful for this opportunity and thrilled to join your team. I appreciate the confidence you have shown in me by selecting me for this project.

I am eager to contribute to Innovation Tech and gain valuable experience through this project in the Research and Development Department. I am confident that this project will be an incredible learning experience, and I look forward to working with such a talented group of professionals.

Please let me know if there are any additional steps or paperwork required before my start date on July 1, 2024. If there is anything specific you would like me to prepare or review prior to beginning the project, please do not hesitate to let me know.

Thank you once again for this remarkable opportunity. I am excited to embark on this journey with Innovation Tech and contribute to the best of my abilities.

Sincerely,

**Michael Anderson**

[LinkedIn Profile (optional)]

[Portfolio or Website (optional)]