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# Medical Internship Acceptance Letter

## **Sarah Williams**

456 Healing Hands Avenue  
Wellness City, State, 54321  
sarah.williams@example.com  
(543) 210-9876  
June 12, 2024

## **Dr. Robert Smith**

Internship Coordinator  
City Hospital  
Department of Internal Medicine  
789 Health Way  
Wellness City, State, 54321

Dear Dr. Robert Smith,

I am writing to formally accept the offer for the Medical Internship at City Hospital. 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 role.

I am eager to contribute to City Hospital and gain valuable experience in the Department of Internal Medicine. I am confident that this internship will be an incredible learning experience, and I look forward to working with such a talented group of professionals.

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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 internship, 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 City Hospital and contribute to the best of my abilities.

Sincerely,

**Sarah Williams**

[LinkedIn Profile (optional)]

[Portfolio or Website (optional)]