

# Internship Acceptance Response

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the internship position at [Company Name] for the [specific position] starting on [start date]. I am thrilled to have this opportunity to contribute to and learn from your team.

I am looking forward to starting this exciting chapter in my career and gaining valuable experience in [mention specific areas relevant to the internship]. Thank you once again for this opportunity.

Please let me know if there are any documents or forms you need me to complete prior to my start date.

Best regards,

[Your Name]