

Internship Acceptance Response

Dear [Internship Coordinator's Name],

I hope this message finds you well. I am writing to formally accept the internship offer for the [Position Title] position at [Company Name] that was extended to me on [Date of Offer]. I am enthusiastic about the opportunity to contribute to your team and gain valuable experience.

I am available to start on [Start Date] and look forward to discussing further details about my onboarding process.

Thank you once again for this amazing opportunity. Please let me know if there are any documents or information you need from me prior to my start date.

Sincerely,

[Your Name]

[Your Contact Information]