

Internship Acceptance Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the position of [Internship Position] at [Company's Name]. I am excited about the opportunity to contribute to your team and gain valuable experience.

I appreciate the trust you have placed in me and look forward to starting on [Start Date]. Please let me know if there are any forms or documents that I need to complete prior to my start date.

Thank you once again for this opportunity. I look forward to contributing to [Company's Name] and learning from the team.

Sincerely,

[Your Name]