

Internship Acceptance Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship position at [Company's Name] that was offered to me on [Offer Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in [Field/Industry].

I look forward to starting on [Start Date] and will ensure all necessary documentation is completed prior to that date. Thank you once again for this opportunity.

Sincerely,

[Your Name]