

Acceptance Response for Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the internship position at [Organization Name] that was offered to me on [Date of Offer]. I am very excited about the opportunity to contribute to your team and support the mission of the organization.

I confirm my start date as [Start Date] and am looking forward to working alongside your dedicated staff to make a meaningful impact.

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

Sincerely,

[Your Name]