

Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the internship position at [Non-Profit Organization Name] as discussed in our recent communications. I am excited about the opportunity to contribute to your organization and gain valuable experience in the non-profit sector.

As agreed, I will begin my internship on [Start Date] and will be available to work [insert number] hours per week. I look forward to collaborating with your team and contributing to the important work of [briefly mention organization's mission or project].

Please let me know if there are any documents or additional information you need from me prior to my start date.

Thank you once again for this opportunity. I am eager to start my internship and contribute to [Non-Profit Organization Name].

Sincerely,

[Your Name]