

Acceptance of Internship Opportunity

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Organization's Name

Organization's Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally accept the internship position with [Organization's Name] as [Internship Title] that was offered to me on [date of offer]. I am truly grateful for this opportunity and excited to contribute to your team.

As discussed, I will begin my internship on [start date], and I look forward to engaging in the meaningful work that [Organization's Name] is doing for [specific cause or mission].

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

Warmest regards,

Your Name