

Acceptance of Internship Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Internship Position Title] at [Organization's Name] for the [Specify Timeframe, e.g., summer 2023]. I am excited about the opportunity to contribute to your team and to learn more about [specific aspect of the organization's mission or program].

As discussed, I will be starting on [Start Date] and will be available for [Number of Hours] hours per week. I look forward to collaborating with the team and supporting the important work that [Organization's Name] does.

Thank you once again for this incredible opportunity. If you need any additional information from my side before the start date, please do not hesitate to ask.

Sincerely,

[Your Name]