

Internship Acceptance Response Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the internship position of [Internship Position Title] at [Company/Organization Name], as offered in your letter dated [Offer Date]. I am grateful for this opportunity to contribute to your team and gain valuable experience in [industry/field].

I would like to confirm my official start date as [Start Date], as discussed. Please let me know if there are any specific documents or further information I should provide prior to my start, or if there are any pre-employment requirements to be completed.

Thank you once again for this exciting opportunity. I am eager to join [Company/Organization Name] and contribute my skills and enthusiasm to your team. Please feel free to contact me if there are any additional details needed before my start date.

Sincerely,
[Your Name]