

## **Sample Internship Acceptance Letter**

Date

Mr. John Doe  
Director  
ABC Company  
Cleveland, OH 44115

Dear Mr. Doe,

Thank you for the offer to become a marketing intern this summer at ABC Company. I am very pleased to accept this opportunity. I look forward to making a positive contribution to the company and learn as much as possible from the ABC Company team.

I am excited to begin the internship on June 1, 2019. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

Jane Smith