

Dear Ms. Smith:

Thank you for the opportunity to intern with the ABC Organization this coming Winter Quarter. I am very happy to accept your offer and I look forward to working with you. I will be arriving in Washington, D.C. on January 2nd and can start the internship on January 4th. <INSERT ANY OTHER QUESTIONS YOU MAY HAVE HERE>.

Please let me know if there is any additional information you need or paperwork I need to complete prior to my arrival in Washington, D.C.

Thanks Again!

Sincerely,  
Donald Duck