

NOTE: Always try to call the organization to talk to them rather than sending this message

Dear Ms. Smith:

Thank you for your offer to intern with the ABC Organization during the Winter 2014 Quarter. To help me make an informed decision, I'm hoping we can arrange a time to talk about the internship in greater detail. Below are some times I am available:

<INDICATE WEEKDAY AVAILABILITY BETWEEN 8AM AND 5PM EAST COAST TIME FOR THE NEXT WEEK USING THE FORMAT BELOW>

Monday, Nov 19th

9:00am–Noon EST (6:00-9:00am PST)

Tuesday, Nov 20th

10:00am – 2:00pm EST (7:00-11:00am PST)

Thanks again for the offer and I look forward to hearing from you soon.

Sincerely,

Donald Duck