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Contacts Name

Contacts O O O pn

**A**  **A** 

Contacts Name  
Contacts Organization  
Dear Courtesy Title. Last Name,

Thank them for the position and state that you gladly accept.

Let them know you appreciate their confidence in your ability to perform the tasks needed. Let them know that you look forward to your next meeting to discuss details (such as a schedule and the Internship Authorization Form)

Enclosure,

First and Last Name  
Online Portfolio Link  
Email Address  
Phone Number

**A** **B** 

Contacts Name  
Contacts Organization

Dear Courtesy Title. Last Name,

State that you appreciate the time they took to inform you about the position and the organization. Thank them for extending the offer to you. Include a line about why you would like to decline (such as you would like to find a position that is more in line with your career objectives).

Thank them for any help or information they have provided to you during the process. Also thank them for their time and consideration.

Enclosure,

First and Last Name  
Online Portfolio Link  
Email Address  
Phone Number