

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm my acceptance of the internship training position with [Company's Name] as discussed.

I am excited about the opportunity to join your team and contribute to [specific project or task, if applicable]. As we agreed, my internship will commence on [start date] and will last until [end date], during which I will be working [mention hours, if relevant].

Thank you for this opportunity. I look forward to a rewarding experience at [Company's Name].

Best regards,

[Your Name]
[Your Major/Field of Study, if applicable]
[University/College Name, if applicable]