

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

Dear [Recipient Name],

I am writing to formally accept the internship offer for the [Position Title] at [Company Name] starting on [Start Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific area/field].

I appreciate the details outlined in your previous correspondence, including the schedule and responsibilities, and I am committed to fulfilling my role to the best of my ability.

Please let me know if you need any further information before my start date. Thank you once again for this opportunity.

Sincerely,
[Your Name]