

[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], as outlined in the offer letter dated [Date of Offer Letter]. I am excited about the opportunity to join your team and contribute to [specific project or goal related to the internship, if applicable].

I confirm that I will begin my internship on [Start Date] and will commit to [duration of internship or specified hours]. I appreciate the confidence you have shown in me, and I am eager to gain valuable experience and contribute to [Company Name].

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Other Relevant Link, if applicable]