

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the internship position at [Company/Organization Name] for the [specific internship program] scheduled to begin on [start date]. I am thrilled to have the opportunity to work with such a renowned team and gain valuable experience in [specific field or industry].

I appreciate the trust you have placed in me and am committed to contributing positively to your organization. I am eager to learn and enhance my skills under the guidance of your esteemed professionals. Please find the attached documents requested for the intern onboarding process, including [mention any documents, e.g., signed acceptance form, resume, etc.]. If there are any additional steps I need to complete before starting, please let me know.

Thank you once again for this incredible opportunity. I look forward to working with you and the rest of the team at [Company/Organization Name].

Sincerely,  
[Your Name]