

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

Dear [Recipient Name],

I am writing to formally accept the internship position at [Company/Organization Name] as [Internship Title], which was offered to me on [Date of Offer]. I am grateful for this opportunity and excited to contribute to [specific goals or projects of the company]. As discussed, my internship will begin on [Start Date] and will conclude on [End Date]. I am committed to dedicating my skills and time effectively during this period.

Please let me know if there are any documents or details you need from me prior to my start date.

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

Sincerely,
[Your Name]