

[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 [specific position, e.g., "Software Engineering Intern"] at PyCharm. I am excited about the opportunity to work with your team and contribute to the innovative projects at PyCharm.

I confirm my acceptance of the offer, which includes the specified stipend, work hours, and internship duration from [start date] to [end date]. I am looking forward to the onboarding process and joining the team.

Thank you once again for this opportunity. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]
[Your University, if applicable]
[Field of Study, if applicable]