

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

Dear [Internship Coordinator's Name],  
I am writing to formally accept the offer for the internship position at [Company/Organization Name] as discussed in your email/letter dated [Offer Date]. I am excited about the opportunity to work with your team and contribute to [specific project or area of work].  
As per the offer details, I confirm that I will be starting the internship on [Start Date] and will be available to work [hours or specific schedule].

Thank you once again for this opportunity. I look forward to joining [Company/Organization Name] and learning from the team.

Sincerely,  
[Your Name]