

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship offer for the [Position Title] at [Company's Name], as outlined in your offer letter dated [Offer Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or task].

I confirm my start date will be on [Start Date] and I am looking forward to [mention any specific projects or responsibilities]. Thank you for this wonderful opportunity.

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

Sincerely,  
[Your Name]