

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the internship offer for the [Internship Position] at [Company Name] for the [specific period, e.g., summer 2024]. I appreciate the opportunity to extend my education at the University of Florida in a practical environment.

I am excited to contribute to your team and gain valuable experience in [specific skills or areas related to the internship]. I confirm my start date as [start date] and understand my responsibilities and expectations as discussed.

Thank you once again for this amazing opportunity. I look forward to working with everyone at [Company Name].

Sincerely,

[Your Name]
[Your UF Student ID]
[Your Degree Program]
[Expected Graduation Date]