

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the [specific position or program name] at [Company Name]. I am grateful for this opportunity and excited to contribute to your team.

As discussed, I will begin my internship on [start date] and will be available for [number of hours per week] hours each week. I look forward to gaining valuable experience and learning from the talented team at [Company Name].

Thank you once again for this opportunity. Please let me know if there are any documents or forms I need to complete before my start date.

Sincerely,
[Your Name]