

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

Dear [Internship Coordinator's Name],
I am thrilled to officially accept the internship offer for the
[Internship Position Title] at [Company Name]. I want to express my
gratitude for this opportunity and for the trust you have placed in me.
I confirm that I will be available to start on [Start Date] and will work
[number of hours/week] during the [specific time frame or duration of the
internship].

Thank you once again for this incredible opportunity. I look forward to
contributing to [Company Name] and gaining valuable experience throughout
my time as an intern.

Sincerely,
[Your Name]