

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the internship position offered to me at [Company's Name] for the [specific internship role] starting on [start date].

I am excited about the opportunity to contribute to [specific projects or teams] and further develop my skills in [relevant skills or areas of interest]. Thank you for this opportunity; I am looking forward to working with the team.

Please let me know if you require any further information or documentation from my end prior to my start date.

Thank you once again.

Sincerely,  
[Your Name]