

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my gratitude for the opportunity to participate in the [specific internship program name] at [Company/Organization Name]. I am pleased to accept the offer to join your team as an intern for the [specific duration] starting from [start date] to [end date].

I am excited about the opportunity to contribute to [mention specific projects or areas you'll be involved in] and to learn from the talented team at [Company/Organization Name]. I believe this experience will be invaluable for my personal and professional growth.

Please let me know if there are any further steps I need to take before my start date or any documents I should prepare.

Thank you once again for this incredible opportunity. I look forward to contributing to the team and gaining valuable experience.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Major/Field of Study]
[Your University/College Name]