

[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 [Position Title] position at [Company Name]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or area].

As discussed, my internship will begin on [Start Date] and conclude on [End Date]. I appreciate the details shared regarding my responsibilities and the support I will receive throughout the internship.

Thank you for this opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,  
[Your Name]