

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

Dear [Recipient Name],

I am writing to confirm my acceptance of the internship position at [Company Name] for the [specific internship title/position] scheduled to begin on [start date] and concluding on [end date]. I am excited about the opportunity to contribute to your team and gain valuable experience during this internship.

As discussed, my internship will take place in [location/department] and I am looking forward to working under the supervision of [Supervisor's Name]. Please let me know if there are any documents or information you require from me prior to my start date.

Thank you once again for this opportunity. I am eager to begin my journey with [Company Name].

Sincerely,
[Your Name]