

[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 am writing to formally accept the internship offer for the position of [Internship Position] at [Company's Name]. I am grateful for this opportunity and excited to contribute to your team starting on [Start Date].

I understand that my internship will last until [End Date], with the expectation of [mention any relevant details about working hours, responsibilities, etc.].

Thank you once again for this opportunity. I look forward to joining [Company's Name] and contributing to [specific goal or project].

Sincerely,
[Your Name]