

[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 formally accept the internship offer for the [Position Title] position at [Company Name] for the [specific term or duration, e.g., Summer 2024]. I am excited about the opportunity to contribute to your team and to gain valuable experience in [specific field or area]. I appreciate the trust you have placed in me, and I am looking forward to working with everyone at [Company Name]. I understand that my start date will be [Start Date], and I will complete the internship over [Duration of Internship]. I am eager to learn and contribute to the projects I will be involved in.

Please let me know if there are any documents or further information you require from my side before the start date.

Thank you again for this opportunity. I look forward to joining [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]