

[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 position at [Company Name] for the [specific internship role] scheduled to begin on [start date]. I am thrilled about the opportunity to contribute to your team and gain invaluable experience.

Thank you for this opportunity. I look forward to starting my internship and contributing to [Company Name].

Sincerely,
[Your Name]