

[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 position at [Company's Name] as a [Position Title], which was offered to me on [Offer Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or area].

As discussed, I will begin my internship on [Start Date] and will report to [Supervisor's Name]. I am looking forward to working [specify the number of hours or days] a week, as agreed.

Thank you for this opportunity. I am eager to start this journey and contribute to the ongoing projects at [Company's Name].

Sincerely,
[Your Name]