

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship offer for the [Position Title] at [Company's Name], starting on [Start Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific area related to the internship].

I understand that the internship will last until [End Date] and that my working hours will be [Working Hours]. I am looking forward to working under your guidance and learning from the expertise of the team.

Thank you once again for this opportunity. I am eager to start and contribute to the success of [Company's Name]. Please let me know if there are any forms or documents you need me to complete before my start date.

Sincerely,  
[Your Name]