

[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 Title] position at [Company's Name], as communicated to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or industry].

I confirm that I am available to start on [Start Date] and will be working for [duration of the internship, e.g., "10 weeks"]. I am looking forward to engaging with the team and learning from the esteemed professionals at [Company's Name].

Thank you once again for this incredible opportunity. Please let me know if there are any forms or additional information you need from me prior to my start date.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]