

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 position offered to me at [Company's Name]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field/department].

As discussed, I accept the position with the following details:

- Start Date: [Start Date]
- Duration: [Internship Duration]
- Hours: [Number of Hours per Week]
- Compensation: [Paid/Unpaid, if applicable]

I appreciate this opportunity and look forward to starting on [Start Date]. Please let me know if there are any further steps I need to complete prior to my start date.

Thank you once again.

Sincerely,
[Your Name]