

[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] at [Company's Name] for the [start date] to [end date] period. I would like to express my gratitude for this opportunity and I am excited to contribute to your team.

Please let me know if there are any forms or documentation you need me to complete before my start date.

Thank you once again for this opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]