

Subject: Internship Acceptance - [Your Name]

Dear [Internship Coordinator's Name],

I hope this message finds you well. I am writing to formally accept the internship offer for the position of [Internship Title] at [Company Name], which I received on [Date of Offer].

I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or area]. I understand that my start date will be [Start Date] and that I will be reporting to [Supervisor's Name].

Thank you once again for this incredible opportunity. I look forward to working with you and the team.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]