

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to accept the offer for the remote internship position at [Company Name] as outlined in your email/letter dated [Date of Offer]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or area of expertise].

As per our conversation, I am available to start on [Start Date], and I will complete the internship for a duration of [Duration of Internship] as discussed. I look forward to collaborating with the team and learning from the mentorship and resources that [Company Name] provides.

Please let me know if there are any forms or additional information required before my start date.

Thank you once again for this opportunity.

Sincerely,

[Your Name]