

[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 writing to formally accept the internship offer for the [Position Title] at [Company Name], which was extended to me on [Date of Offer]. I am excited to join your team and contribute to the innovative projects at [Company Name].

As discussed, I will begin my internship on [Start Date] and will work for [Duration/End Date], committing [Number of Hours per Week] hours each week. I understand that my responsibilities will include [Brief Description of Responsibilities].

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

Sincerely,
[Your Name]
[Your University/College]
[Your Major/Field of Study]