

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Internship Coordinator's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Internship Coordinator's Name],
I am writing to formally accept the internship position offered to me for the [specific position title] at [Company/Organization Name], starting on [start date]. I am grateful for this opportunity and excited to contribute to your team while gaining valuable experience in [specific field or area].

As discussed, my internship will commence on [start date] and continue until [end date]. I am looking forward to working [number of hours per week, or specific schedule, if provided], and I am eager to collaborate with other team members on [specific projects or tasks].

Please let me know if there are any documents or information you require from me prior to my start date. I am enthusiastic about beginning my journey with [Company/Organization Name] and am ready to commit to the responsibilities outlined in the internship agreement.

Thank you once again for this incredible opportunity. I look forward to contributing to the team and learning as much as I can during my time with you.

Sincerely,

[Your Name]
[Your LinkedIn Profile (if applicable)]