

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally accept the internship offer for the [Position Title] position at [Company Name]. I am truly grateful for this opportunity and excited to work with such a talented team.

I appreciate the confidence you have shown in me and am looking forward to contributing to [project or goal related to the internship] during my time at [Company Name]. Please let me know if there are any documents you need from me prior to my start date on [Start Date].

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]  
[Your LinkedIn Profile or Website, if applicable]