

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

[Recipient's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am thrilled to formally accept the internship offer for the [Position Title] at [Company's Name]. I appreciate the opportunity and am excited to contribute to your team.

As discussed, my internship will begin on [Start Date] and will continue through [End Date]. I am looking forward to gaining valuable experience and learning from the talented professionals at [Company's Name].

Thank you once again for this opportunity. Please let me know if you require any further information before my start date.

Sincerely,

[Your Name]

[Your School/University, if applicable]