

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship position of [Internship Title] at [Company's Name], as offered in your letter dated [Date of Offer Letter]. I appreciate the opportunity and am excited to contribute to your team.

As discussed, I will begin my internship on [Start Date] and will be available for the duration of [Duration of Internship]. I confirm my commitment to working [Hours per Week] per week.

Thank you once again for this wonderful opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,
[Your Name]