

[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 at [Company's Name] as [Internship Position Title] for the [specific time period, e.g., summer 2023]. I am excited about the opportunity to contribute to your team and learn from the valuable experiences that [Company's Name] provides.

I appreciate the offer and am looking forward to starting on [start date]. Please let me know if there are any documents or further information you need from me prior to my start date.

Thank you once again for this opportunity.

Sincerely,  
[Your Name]