

[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 writing to formally accept the internship position offered to me at [Company's Name] as [Intern Position Title] for the [specific time period, e.g., Summer 2024]. I am excited about the opportunity to contribute to your team and gain valuable experience in [relevant field or area].

I appreciate the trust you have placed in me, and I am eager to learn and contribute to the projects at [Company's Name]. I confirm my availability to start on [start date] and will comply with any pre-internship requirements as discussed.

Thank you once again for this opportunity. I look forward to joining [Company's Name] and contributing to [specific project or value related to the company].

Sincerely,
[Your Name]