

[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 offer for the [Internship Position] at [Company's Name], which was extended to me on [Date of Offer]. I am excited about the opportunity to contribute to your team and learn from the esteemed professionals at [Company's Name].

As discussed, I confirm that I will begin my internship on [Start Date] and will be available for the duration outlined in the offer letter. I am eager to engage in the projects and initiatives at [Company's Name] and believe that this experience will be invaluable for my professional development.

Thank you once again for this opportunity. I look forward to becoming a part of your team and contributing to the meaningful work being done at [Company's Name].

Sincerely,
[Your Name]