

[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 at [Company's Name], as discussed. I am excited about the opportunity to contribute to your team and gain valuable experience during my time with you.

As per our conversation, I understand that my start date will be [Start Date] and that my internship will run until [End Date]. I look forward to working with the team and contributing to [specific project or area].

Thank you for this opportunity. Please let me know if there are any documents or further information you need from me before my start date.

Sincerely,

[Your Name]