

Date: [Insert Date]

Dear [Internship Coordinator's Name],

I am writing to formally accept the offer for the virtual internship position at [Company/Organization Name], as outlined in your offer letter dated [Offer Date]. I am truly grateful for this opportunity and am eager to contribute to your team while learning and developing my skills during the internship period.

I understand the terms and responsibilities of the internship, including the virtual work arrangement, expected work hours, and adherence to the organization's guidelines and schedule. I am committed to participating fully, maintaining open communication, and meeting or exceeding the expectations set forth.

Thank you once again for this opportunity. Please let me know if there are any forms, documents, or further steps required before my official start date. I look forward to collaborating with your team and making a positive contribution to [Company/Organization Name].

Sincerely,

[Your Full Name]

[Your Contact Information]