

Subject: Acceptance of Internship Offer and Confirmation of Start Date

Dear [Recipient's Name],

I am writing to formally accept the [Position Title] internship position at [Company/Organization Name]. Thank you very much for offering me this opportunity-I am excited to join your team and contribute to [specific department or project, if applicable].

I would like to confirm my start date as discussed: **[Start Date]**. Please let me know if there are any documents I should prepare or forms I should complete prior to my first day.

I appreciate your guidance throughout the application process and look forward to working with everyone at [Company/Organization Name].

Please let me know if there are any further details I should be aware of before my start date.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Full Name]

[Your Phone Number, optional]

[Your LinkedIn profile or other contact info, optional]