

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally accept the offer to join [Organization Name] as an intern for the upcoming [season/year] session. I would like to extend my sincere gratitude for this opportunity and for the confidence you have placed in me.

I am truly enthusiastic about becoming a part of your esteemed organization and am eager to contribute to the team while learning and growing professionally. I look forward to working with you and the rest of the staff, and am committed to making a positive impact during my internship tenure.

Thank you once again for this wonderful opportunity. Please let me know if there are any documents or pre-employment requirements you would like me to complete prior to starting. I am excited to begin this new chapter and contribute to the success of [Organization Name].

Sincerely,
[Your Name]