

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Engineering Firm Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the engineering internship position at [Company/Engineering Firm Name], as offered in your letter dated [Offer Letter Date]. I am grateful for this opportunity and eager to contribute to the team while furthering my professional growth in the engineering field.

As discussed, my internship will commence on [Start Date] and is scheduled to continue until [End Date/Duration of Internship]. I understand that I am to report to [Supervisor's Name/Position] at [Time] on my first day and will be based at [Work Location/Department]. I assure you of my commitment and enthusiasm to learn and be an active member of your organization.

Per your instructions, I will submit the required documentation, including [List any required documents, e.g., proof of enrollment, identification, signed agreements], ahead of the start date. Should there be any additional forms or prerequisites, please let me know, and I will comply promptly.

Thank you once again for this opportunity. I look forward to meeting the team and contributing to [Project Names/Company Initiatives, if known]. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if any further information is needed prior to my start date.

Sincerely,

[Your Name]