

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [Internship Position Title] at [Company/Organization Name], as outlined in your letter dated [Offer Date]. I am truly honored and grateful for the opportunity to join your team and contribute to [Department or Project, if applicable].

I have carefully reviewed the terms and conditions of the internship, including the start date of [Start Date], duration, and other relevant details. I confirm my acceptance of these terms and am committed to upholding the standards and expectations of [Company/Organization Name].

I am eager to bring my skills and enthusiasm to this role and to learn from the esteemed professionals at your organization. Please let me know if there are any documents or further steps required to complete the onboarding process.

Thank you once again for this opportunity. I look forward to contributing positively to your team and gaining valuable experience during my internship.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]