

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

[Recipient's Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my sincere gratitude for offering me the opportunity to join [Company/Organization Name] as a paid intern. I am truly honored to be selected for this valuable position and am excited to accept the internship as outlined in your recent correspondence.

I have reviewed and accept the terms and conditions of the internship, including the paid nature of the position, the start date of [Start Date], and the duration of [Internship Period]. I appreciate the efforts your team has made to offer a meaningful and supportive internship experience.

I am enthusiastic about becoming a part of your esteemed organization and look forward to contributing my skills, dedication, and eagerness to learn to your team. Further, I am committed to making the most of this opportunity by acquiring new knowledge, developing my professional abilities, and supporting the organization's goals.

Thank you once again for this incredible opportunity. I am looking forward to starting my internship and to a productive, mutually rewarding experience at [Company/Organization Name]. Please let me know if there are any forms or additional information I need to provide prior to my start date.

Sincerely,
[Your Name]