

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

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

Dear [Recipient Name],

I am writing to formally accept the professional internship offer for the position of [Internship Position Title] at [Company/Organization Name], as outlined in your recent correspondence. I am grateful for the opportunity and excited to contribute my skills and enthusiasm to your team.

I would like to confirm my acceptance of this offer and would prefer to commence my internship on [Preferred Start Date]. Please let me know if this start date is convenient or if alternate arrangements need to be made.

Thank you for providing me with this valuable opportunity. I look forward to joining [Company/Organization Name], learning from the team, and making a meaningful contribution during my internship period.

Please let me know if there is any paperwork or formalities I should complete prior to my start date.

Thank you once again for this opportunity. I look forward to your confirmation.

Sincerely,  
[Your Name]