

Date: [Insert Date]

Dear [Internship Coordinator's Name],

I am writing to formally accept the internship offer for the position of [Internship Position] at [Company/Organization Name]. I appreciate this opportunity and am excited to join your team.

I confirm my understanding that the internship will begin on [Start Date] and will run for [Duration, e.g., three months] as discussed. Please let me know if there are any forms or onboarding materials I should complete prior to my start date.

Thank you once again for this opportunity. I look forward to contributing to [Company/Organization Name] and gaining valuable experience with your organization.

Sincerely,
[Your Full Name]