

[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 truly honored to receive your offer to join **[Company/Organization Name]** as an intern for the **[position or program name]**. I sincerely appreciate this valuable opportunity and would like to formally accept the invitation.

Thank you for entrusting me with this chance to learn and contribute to your esteemed organization. I am enthusiastic about the prospect of working alongside your talented team and gaining hands-on experience in **[mention field, department, or specific skills]**.

Please let me know if any further steps or documentation are needed from my side to complete the onboarding process. I am committed to making the most of this internship by putting forth my best effort and a positive attitude throughout my time with **[Company/Organization Name]**.

Thank you once again for this wonderful opportunity. I look forward to contributing to your organization and learning as much as possible during my internship.

Sincerely,
[Your Name]