

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

[Employer's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the [Internship Position Title] at [Company/Organization Name] for the [specific period, e.g., Summer 2024]. I am deeply grateful for this opportunity and would like to express my sincere appreciation for your confidence in my abilities.

Thank you for considering my application and providing me the chance to learn and grow within your esteemed organization. I am excited to contribute to your team and look forward to gaining invaluable experience during my internship tenure.

Please let me know if there are any forms, documents, or procedures I should complete prior to my start date. I am eager to begin and do my utmost to support [Company/Organization Name]'s goals.

Thank you once again for this wonderful opportunity and your trust in me. I look forward to working with you and the rest of the team.

Sincerely,  
[Your Name]