

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Their Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the internship position at [Organization Name]. I am sincerely grateful for this wonderful opportunity to join your team and contribute to your esteemed organization.

I would like to thank you for your trust and consideration in selecting me for this role. I am excited to start my internship and am enthusiastic about learning from the experienced professionals at [Organization Name]. I am committed to working hard and making the most of this valuable experience.

Please let me know if there are any documents or further steps required before my start date. I look forward to contributing positively during my internship period and am eager to begin this new chapter.

Thank you once again for this opportunity.

Sincerely,

[Your Name]