

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

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

Dear [Recipient's Name],

I would like to express my sincere gratitude for offering me the [Internship Position] at [Company Name]. I am enthusiastic about the opportunity to contribute to your esteemed organization and to further develop my skills in [specific field or department].

After careful consideration, I am pleased to formally accept the internship offer. I am confident that my [mention specific skills/experiences] will allow me to make meaningful contributions to your team and to achieve the goals set forth for this position.

I would like to respectfully discuss the stipend amount associated with this internship. Based on my experience and the industry standards for similar positions in [location or field], I kindly request a revision of the offered stipend to [\$XXX] per [hour/month]. I believe this adjustment would more accurately reflect my qualifications and the value I bring to the role, while also ensuring I can fully commit my time and focus to this opportunity.

I hope we can reach a mutually beneficial agreement. Thank you once again for your confidence in me and for considering my request. I am eager to contribute to [Company Name] and to grow both personally and professionally during my time with your team.

Please let me know if there are any forms or additional documents required as I finalize my acceptance. I look forward to your response.

Sincerely,
[Your Name]