

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

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

Dear [Supervisor's Name],

I am writing to formally accept the internship position of [Internship Title] at [Company/Organization Name]. I am truly grateful for the opportunity to join your team and contribute to [Department/Project/Specific Area, if applicable].

As discussed, I understand that the internship will commence on **[Start Date]** and is expected to continue until [End Date, if applicable]. Please confirm if this start date aligns with your schedule or if any adjustments are necessary. I am eager to ensure a seamless onboarding process and am available to complete any required documentation or preparatory tasks prior to my start date.

Thank you again for this exciting opportunity. I look forward to meeting the team and contributing positively to [Company/Organization Name]. Please let me know if there are any additional details I should prepare or documents I should bring with me on my first day.

Sincerely,  
[Your Name]