

Subject: Acceptance of Internship Offer and Joining Details

Dear [Internship Coordinator's Name],

I hope this message finds you well. I am writing to formally accept the internship offer for the position of [Internship Title] at [Company/Organization Name]. I am excited about this opportunity and appreciate the confidence you have placed in me.

I confirm that I will be joining on [Start Date] at [Start Time], as discussed. Please let me know if I should report to [Location/Department/Office], or if there are any changes in the reporting instructions.

Kindly advise if there are any documents or preparatory steps required before my start date. I am ready to provide any necessary paperwork or complete any pre-internship tasks as needed.

Thank you once again for this opportunity. I look forward to contributing to [Company/Organization Name] and gaining valuable experience during my internship.

Please let me know if you need any additional information from my side.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]