

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the [Internship Position Title] at [Company Name]. I want to express my sincere gratitude for this opportunity and for your confidence in my abilities. I am very enthusiastic about joining your team and contributing to [specific department/project or company goals, if applicable].

As discussed, I am pleased to confirm my start date as **[Start Date]**. Please let me know if there are any forms, documentation, or additional information you require prior to my arrival.

I look forward to meeting the team and embarking on this exciting learning experience. Thank you again for this opportunity.

Sincerely,
[Your Name]