

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of **[Internship Position]** at **[Organization Name]**. I appreciate the opportunity to join your team and am excited to contribute to the organization while gaining valuable professional experience.

As discussed, I understand that my internship will begin on **[Start Date]** and is expected to continue for **[Duration]**. I confirm my agreement to abide by the terms and conditions outlined in the offer letter and any relevant organizational policies.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team, and am committed to making a meaningful contribution during my internship.

Sincerely,

[Your Name]

[Your Contact Information]