

Date: [Insert Date]

[Recipient Name]

[Title/Position, if known]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to sincerely thank you for offering me the [Position Title] internship opportunity with [Company/Organization Name]. I am truly honored to receive this offer, and I am delighted to formally accept the position.

I am very grateful for the confidence you have shown in me, and I appreciate the time and consideration given to my application and interview. I am excited to join your team and contribute to [specific projects, department, or goals if known], while further developing my skills and gaining valuable practical experience.

I accept the terms and conditions outlined in the offer and look forward to starting on [start date or agreed upon timeframe]. Please let me know if there are any forms, documents, or additional information you need from me prior to my start date.

Thank you again for this wonderful opportunity. I am eager to become a part of [Company/Organization Name] and am committed to making positive contributions throughout my internship.

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]