

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the position of [Internship Title] at [Organization Name]. I would like to express my heartfelt appreciation for this wonderful opportunity to join your esteemed organization.

I am eager to contribute to your team and am deeply grateful for the confidence you have shown in my abilities. I look forward to learning from the talented professionals at [Organization Name] and am committed to performing my responsibilities with dedication and enthusiasm.

This internship represents a valuable step in my professional growth. I am enthusiastic about the possibility of contributing to the ongoing projects and goals of your organization, and I am prepared to embrace new challenges and learning experiences during my tenure.

Thank you once again for giving me this opportunity. Please let me know if any further information or documentation is required prior to my start date. I look forward to joining the team on [Start Date].

Sincerely,  
[Your Name]