

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the internship offer for the position of [Internship Position Title] at [Company/Organization Name]. I am sincerely grateful for this opportunity and would like to thank you and the selection committee for your confidence in my abilities.

I am excited to join your esteemed team and contribute to [Company/Organization Name]'s goals and initiatives. I am eager to apply my academic knowledge, gain professional experience, and learn from the talented individuals at your organization.

Please let me know if there are any documents or further information needed from my side before my start date on [Internship Start Date]. I am looking forward to beginning this new chapter and am committed to making the most out of this internship, both in terms of professional development and meaningful contributions.

Thank you once again for this incredible opportunity. I am looking forward to working with you and the rest of the team.

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]