

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the **internship offer** for the position of [Internship Position] at [Company Name]. I am grateful for the opportunity to join your team and am enthusiastic about contributing to [mention any specific department, team, or project, if applicable].

I would like to confirm my acceptance and state my agreed start date as **[Start Date]**, as discussed. Please let me know if there are any documents or information I should provide before my first day.

Thank you once again for this opportunity. I look forward to starting my internship and contributing to your organization.

Sincerely,
[Your Name]