

Date: [Insert Date]

[Recipient Name]

[Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the graduate internship opportunity at [Company/Organization Name], as outlined in your offer letter dated [Offer Letter Date]. I am excited to join your team as a [Position/Title] and contribute to the organization's goals while further developing my professional skills.

I confirm my understanding that the internship will commence on [Start Date] and conclude on [End Date]. I appreciate the comprehensive outline of responsibilities and learning objectives provided and am committed to meeting the expectations set forth for this role, including:

- [List principal responsibility #1]
- [List principal responsibility #2]
- [List principal responsibility #3]

I am grateful for this opportunity and am enthusiastic about contributing to [Company/Organization Name]. Please let me know if you require any additional documentation or information prior to my start date.

Thank you again for this opportunity. I look forward to a rewarding and productive internship experience.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]