

Subject: Formal Acceptance of Internship Offer and Joining Date Confirmation

Dear [Internship Coordinator's Name],

I am writing to formally accept the offer for the [Position Title] internship at [Company Name]. I am truly grateful for this opportunity and appreciate the confidence you have shown in me by extending this offer.

I am pleased to confirm my enthusiasm to join your organization and would like to confirm my acceptance of the internship. As discussed, I will be commencing my internship on **[Joining Date]**. Please let me know if there are any documents or further information you require prior to my start date.

Thank you once again for this opportunity. I am eager to contribute to your esteemed organization and look forward to working with the team at [Company Name].

Kindly let me know if there are any pre-arrival formalities or preparatory materials I should review before starting.

Sincerely,

[Your Full Name]

[Your Email Address]

[Your Phone Number]