

[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 position at [Organization Name], as offered in your letter dated [Offer Date]. I sincerely appreciate this wonderful opportunity to join your esteemed organization as an intern, and I am honored by your trust and confidence in my potential.

I am enthusiastic about the prospect of working with your talented team and learning from the diverse experiences that [Organization Name] has to offer. I am eager to apply my skills, contribute positively to ongoing projects, and embrace the tasks and responsibilities assigned to me. I am confident that this internship will not only help me gain valuable practical experience, but also foster my personal and professional development.

I confirm my commitment to the agreed start date of [Start Date] and will serve the full duration of the internship, as discussed. I understand the responsibilities associated with this role and assure you of my dedication and willingness to give my best efforts throughout my internship tenure.

Thank you once again for this remarkable opportunity. I am truly grateful and look forward to contributing to the continued success of [Organization Name]. If there are any further details or documents required prior to my joining, please let me know.

Yours sincerely,

[Your Name]