

Formal Acceptance for Internship

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

[Internship Coordinator's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I am writing to formally accept the internship offer for the [Position Title] position at [Company Name], which I received on [Date of Offer]. I am excited about the opportunity to contribute to your team and learn from the [specific department or field].

I confirm my acceptance of the position and understand that the internship will commence on [Start Date] and will continue until [End Date]. I assure you that I will be fully committed and look forward to gaining valuable experience during my time at [Company Name].

Thank you once again for this opportunity. If there are any documents or forms I need to complete before my start date, please let me know.

Sincerely,
[Your Name]