

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the internship offer I received for the [Internship Position Title] with [Company Name]. I am very grateful for the opportunity and am eager to discuss any further details regarding my start date, onboarding process, or any documents needed from my end.

Please let me know if you require any additional information. I look forward to your response.

Thank you for your time and consideration.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]