

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Acceptance of Internship Offer**

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the [Position Title] at [Company's Name], as discussed in our recent communication. I am excited about the opportunity to contribute to your team and learn from the valuable experiences ahead.

As per the offer details, I confirm my start date as [Start Date] and will be available for [Duration] as discussed. Please let me know if there are any documents or additional information you require from my end prior to my joining.

Thank you once again for this incredible opportunity. I look forward to working with you and the team at [Company's Name].

Sincerely,

[Your Name]