

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the internship opportunity that has been offered to me at [Company's Name] for the [specific internship position] during [specific time period].

I am excited about the chance to contribute to your team and gain valuable experience in [specific field/area of interest]. I appreciate the trust you have placed in me and look forward to the start of my internship.

Thank you once again for this opportunity. If there are any documents or further details you need from me before the start date, please feel free to reach out.

Sincerely,

[Your Name]