

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the [Internship Title] position at [Company Name], which was offered to me on [Offer Date]. I am grateful for the opportunity to work with your team and contribute to the exciting projects at [Company Name].

As discussed, I will begin my internship on [Start Date] and will be working full-time/part-time for [Number of Weeks/Months]. I understand the terms of the internship, including [any specific terms, such as compensation, location, and responsibilities].

Thank you once again for this opportunity. I look forward to joining [Company Name] and making a meaningful contribution.

Sincerely,

[Your Name]