

[Date]

[Recipient's Name]
[Organization Name]
[Organization Address]
[City, State ZIP Code]

Dear [Recipient's Name],

Subject: Acceptance of Internship Offer

I am writing to formally accept the internship position at [Organization Name] as offered in your letter/email dated [Offer Date]. I am excited to join your team and contribute to [Department/Project, if any] during my internship period.

I appreciate this valuable opportunity and look forward to gaining meaningful experience under your guidance. Please let me know if there are any documents or formalities that I need to complete before joining.

Thank you once again for this opportunity.

Sincerely,

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