

[Date]

[Recipient Name]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the internship position of [Position Title] at [Company/Organization Name], as offered in your letter dated [Offer Date]. I am grateful for the opportunity and look forward to contributing to your team.

I confirm my acceptance of the terms and conditions outlined in the offer letter, including my start date of [Start Date]. Please let me know if there are any documents or further information required prior to my start date.

Thank you once again for this opportunity. I am eager to join [Company/Organization Name] and begin my internship.

Sincerely,

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