



MM/DD/YY

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Name],

I want to express my deepest gratitude for considering me an eligible candidate for this internship. I gladly accept the offer to work as an intern for [Organization Name]. I have read and accepted all the terms and conditions stated in the letter. It is an exciting opportunity for me to nurture my professional growth at your esteemed organization.

I really appreciate you taking the time to discuss my academics during our last meeting. I want to ensure you that my coursework has prepared me to take the responsibilities of this internship seriously. I'm up to date on the latest techniques in IT maintenance, and I'm sure I'll be a valuable addition to the team.

Working in this industry has always been my personal interest and passion. Through this internship, I hope to make positive and productive use of my talent and education.

Thank you again for your suggestions regarding my future education and career. I am truly grateful for the opportunity and I'm looking forward to learn a lot more from you and your team.

Sincerely,

[Your Name]