

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 am up to date on the latest techniques in IT maintenance, and I am sure I will 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 am looking forward to learn a lot more from you and your team.

Sincerely,

[Your Name]