

Acceptance of Summer Internship Offer

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

[Date]

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the summer internship position at [Company's Name]. I am excited about the opportunity to contribute to your team and learn from the valuable experiences that the internship will provide.

I appreciate the details provided regarding the internship start date of [Start Date] and the duration until [End Date]. I confirm my acceptance of the offered stipend of [Stipend Amount].

Thank you once again for this incredible opportunity. I look forward to joining [Company's Name] and contributing to the team.

Sincerely,
[Your Name]