

# Summer Internship Acceptance Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the acceptance of my internship offer for the position of [Internship Position] at [Company Name] for the summer of [Year]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific area related to the internship].

I appreciate the trust you have placed in me and am eager to begin this journey on [Start Date]. Please let me know if there are any documents or further information needed before my start date.

Thank you once again for this incredible opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]