

Internship Acceptance Confirmation

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 accept the offer for the summer internship position at [Company Name] as a [Position Title]. I am excited about the opportunity to contribute to your team and gain valuable experience in [related field/industry].

As discussed, I will be available to start on [Start Date] and will be able to work [hours and days of the week]. Please let me know if there are any forms or additional information you need from me prior to my start date.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team at [Company Name].

Sincerely,

[Your Name]