

Internship Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the summer internship position at [Company's Name] as discussed in your email dated [Date of Offer]. I am excited about the opportunity to contribute to the team and gain valuable experience in [specific field or area].

I look forward to starting on [Start Date] and am eager to learn from everyone at [Company's Name]. Please let me know if you need any further information from my side before I join.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]