

Internship Acceptance Letter

[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 [Position Title]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or area].

I confirm my availability to start on [Start Date] and will be ready to work for [duration of internship]. If there are any forms or additional information needed from my side, please let me know.

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

Sincerely,
[Your Name]