

# Fellowship Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Name of Fellowship] summer internship program at [Organization Name]. I am truly grateful for the opportunity and excited to contribute to your team.

As discussed, I understand that the internship will commence on [Start Date] and conclude on [End Date]. I am looking forward to gaining invaluable experience and enhancing my skills while working alongside esteemed professionals in the field.

Thank you once again for this wonderful opportunity. Please let me know if there are any further steps I need to complete prior to my start date.

Sincerely,

[Your Name]

[Your Degree/Field of Study]

[Your University/Institution]