

Summer Internship Offer Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the Data Analysis Internship position at [Company's Name] for the summer of [Year]. I am excited about the opportunity to contribute to your team and gain valuable experience in data analysis.

I appreciate the offer details of [specific details if necessary, e.g., start date, duration, stipend]. I confirm my start date as [Start Date] and am looking forward to collaborating with the team.

Thank you once again for this fantastic opportunity. Please let me know if you need any further information from my side prior to my start date.

Sincerely,

[Your Name]