

# Letter of Acceptance for Summer Internship Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the Summer Internship position in the Finance Department at [Company Name]. I am excited about the opportunity to contribute to your team and gain valuable experience in the finance sector.

As discussed, I understand that the internship will commence on [start date] and will conclude on [end date]. I confirm my availability during these dates and look forward to collaborating with the team.

Thank you once again for this incredible opportunity. I am eager to join [Company Name] and contribute to the projects ahead.

Sincerely,

[Your Name]