

# Acceptance of Summer Internship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Government Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the Summer Internship position with [Government Department/Agency Name] as outlined in your letter dated [Offer Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific area of focus].

As discussed, my internship will commence on [Start Date] and conclude on [End Date]. I understand my responsibilities and will comply with all requirements and policies during my internship period.

Thank you once again for this incredible opportunity. I look forward to working with you and the team!

Sincerely,

[Your Name]