

Acceptance of Summer Internship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Summer Internship position in Graphic Design at [Company Name]. I am excited about the opportunity to join your team and contribute to the innovative projects at [Company Name].

As discussed, I will be starting on [Start Date] and will be working until [End Date]. I understand my responsibilities and am eager to begin this new chapter in my career.

Thank you once again for this incredible opportunity. Please let me know if there is any paperwork or further information needed from my side before my start date.

Looking forward to working with you and the team!

Sincerely,

[Your Name]