

**[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 Summer Internship position in the Marketing Department at [Company's Name], as communicated in your email dated [Offer Date]. I am excited about the opportunity to contribute to your team and gain valuable experience in the marketing field.

As discussed, I confirm my acceptance of the internship, which is scheduled to start on [Start Date] and will continue through [End Date]. I look forward to bringing my skills and enthusiasm to [Company's Name].

Please let me know if there are any documents you need me to complete before my start date or any other information you require.

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

Sincerely,

[Your Name]