

Acceptance of Summer Internship Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the Summer Internship position at [Organization Name], as outlined in your email dated [Date of Offer]. I am excited about the opportunity to contribute to your team and support [specific project or mission of the organization].

I confirm my availability from [start date] to [end date], and I am looking forward to meeting the team and starting my internship. Thank you for this amazing opportunity.

Best regards,

[Your Name]