

Summer Internship Offer Acceptance

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Summer Internship position as a Research Assistant at [Company/Organization Name]. I am excited about the opportunity to contribute to [specific project or research] and to further develop my skills in [related skills or area].

As discussed, I confirm my start date will be [Start Date], and I am prepared to commit to the internship duration of [Duration]. Please let me know if there are any documents or further information you need from my side prior to the start date.

Thank you once again for this exciting opportunity. I look forward to joining the team.

Sincerely,

[Your Name]