

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 Sales and Business Development at [Company Name]. I am excited about the opportunity to contribute to your team and gain valuable experience.

As per our discussion, I confirm my start date as [Start Date] and am looking forward to the onboarding process.

Thank you for this opportunity. I am eager to start my internship and contribute to [Company Name].

Sincerely,
[Your Name]