

# Acceptance Letter for Summer Internship Offer

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

[Recipient Name]  
[Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the summer internship position at [Company/Organization Name], as outlined in your offer letter dated [Offer Letter Date]. I am truly grateful for this opportunity and would like to express my sincere appreciation for your confidence in me.

I have reviewed the terms and conditions of the internship, including the start and end dates, responsibilities, and compensation, and I accept them as stated. I am enthusiastic about joining your team and am eager to contribute effectively to [Company/Organization Name] while gaining valuable practical experience over the summer.

Please let me know if there are any documents or forms I should complete prior to my start date. I look forward to working with you and the entire team.

Thank you once again for this wonderful opportunity.

Sincerely,  
[Your Name]