

Simple Offer Acceptance Letter for Summer Internship

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Position Title] summer internship at [Company/Organization Name], as outlined in your offer letter dated [Offer Date].

Thank you very much for this exciting opportunity. I am thrilled to join your team and contribute to [Company/Organization Name] during the upcoming summer. As discussed, I will begin my internship on [Start Date], and I am committed to fulfilling all responsibilities and requirements associated with this role.

Please let me know if there are any documents or additional information I need to provide prior to my start date. I look forward to working with you and the team.

Thank you once again for this wonderful opportunity.

Sincerely,
[Your Name]