

Date: [Insert Date]

Dear [Internship Coordinator's Name],

I am writing to formally accept the offer for the summer internship position at [Company/Organization Name]. I am truly grateful for this opportunity and would like to thank you and the team for considering my application.

I am excited to join [Company/Organization Name] and contribute to your team while gaining valuable insights and experience in [specific field or department, if applicable]. I am eager to learn, collaborate with my future colleagues, and make a positive impact during my internship.

As per your correspondence, my start date will be [insert start date]. Please let me know if there are any forms, onboarding documents, or additional steps required before my first day. I look forward to your guidance on the next steps in the process.

Thank you once again for this wonderful opportunity. I look forward to joining the team and contributing to [Company/Organization Name].

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]