

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

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

Dear [Recipient's Name],

I am writing to formally accept the **summer internship offer** extended to me by [Company Name] for the [position/title] position. I am sincerely grateful for the opportunity to join your esteemed organization, and I am enthusiastic about contributing my skills and energy throughout the internship period.

I truly appreciate the trust you have placed in me and am eager to begin this exciting journey. I look forward to gaining valuable experience and knowledge with [Company Name], where I will strive to demonstrate my commitment and dedication to the role.

Please let me know if there are any documents or further steps required prior to my start date. Once again, thank you for this wonderful opportunity.

Sincerely,  
[Your Name]