

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

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

Dear [Recipient Name],

I am writing to sincerely thank you for offering me a position in the [Summer Internship Program/Specific Program Name] at [Organization Name]. I am truly honored to have been selected and greatly appreciate this valuable opportunity to gain practical experience and develop my professional skills in such a reputable organization.

I am very excited to join your team and contribute my enthusiasm, dedication, and willingness to learn. I am looking forward to working with and learning from accomplished professionals, and I am eager to apply my academic knowledge to real-world projects. I am confident that this experience will be instrumental in my personal and professional growth.

Thank you once again for your confidence in me. I am committed to making the most of this internship and contributing positively to [Organization Name]. I look forward to starting the program and becoming part of your esteemed team.

Sincerely,  
[Your Name]