

Dear [Applicant],

Congratulations! After reviewing your application, we would like to offer you a place in our Navy JAGC Summer Internship Program. You have been chosen to work at the [location]. This is a time sensitive offer; please let me know if you intend to accept this internship position by 1600 on [DATE] via e-mail to [intern program manager email address]. I am confident you will find working with the Navy JAGC a rewarding summer experience.

Please note, the summer internship commitment is for approximately 8 weeks. Any questions you may have pertaining to specific work dates and hours will need to be discussed with your assigned command. However, commands are typically flexible and understanding of intern schedules.

Looking forward to hearing from you.

v/r

[Intern Program Manager]