

[Your Organization's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your interest in the internship program at [Organization Name] and for taking the time to submit your application. We truly appreciate the effort you put into your candidacy and were impressed by your qualifications and enthusiasm for our organization.

Unfortunately, due to the limited number of available positions, we are not able to offer you an internship placement at this time. Please be assured that this decision was not a reflection on your skills or achievements but rather the result of an exceptionally competitive selection process.

We encourage you to apply again in the future as opportunities arise, and we wish you every success in your academic and professional pursuits. Thank you once again for your interest in joining our organization.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]