

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Internship Title] position at [Organization Name]. We appreciate the time and effort you invested in your application and for considering us as part of your academic and professional journey.

After carefully reviewing your application materials, we regret to inform you that we will not be moving forward with your candidacy for this internship position. Unfortunately, your current GPA does not meet our minimum eligibility requirement, which is an important criterion for our selection process.

We encourage you to continue focusing on your academic achievements and personal development. As your qualifications grow, we invite you to apply for future internship opportunities with us.

Thank you again for your interest in [Organization Name]. We wish you the very best in your future academic and professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]