

Date: [Insert Date]

Dear [Applicant's Name],

Thank you very much for your interest in the [Position Title] internship at [Organization Name] and for the time and effort you invested in your application.

After careful consideration of your application, we regret to inform you that we will not be able to offer you an internship position at this time. This decision was difficult due to the high quality and competitiveness of the applicant pool this year.

We truly appreciate your enthusiasm for [Organization Name] and your interest in joining our team. While we are unable to move forward with your application, we encourage you to apply for future openings that match your skills and experience, as we would be happy to consider your application again.

We wish you every success in your future academic and professional endeavors. Thank you once again for considering an internship with us.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]