

[Date]

[Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Dear [Applicant Name],

Thank you for your application for the [Internship Position Title] at [Company/Organization Name]. We greatly appreciate the time and effort you invested in submitting your materials and participating in the interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. The decision was difficult, given the high caliber of applicants this year, and we ultimately selected individuals whose backgrounds more closely matched our specific requirements for this position.

We want to express our gratitude for your interest in joining our team and recognize your achievements and qualifications. Although we are unable to offer you a position in this internship program, we encourage you to consider the following alternative opportunities that may align with your interests and goals:

- **[Alternative Internship 1]:** [Brief description & application link or contact]
- **[Alternative Internship 2]:** [Brief description & application link or contact]
- **[Upcoming internship cycles]:** We invite you to reapply for future internship openings, which are regularly posted on our [careers website](#).

We commend your initiative in seeking out opportunities at [Company/Organization Name] and encourage you to remain in touch. If you would like feedback on your application or further guidance, please feel free to contact us at [HR Email Address].

Thank you once again for your interest in our organization. We wish you continued success in your academic and professional pursuits.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]