

[Your Organization's Letterhead or Logo]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP]

Dear [Applicant's Name],

Thank you for your interest in the [Summer Internship Program/Position] at [Organization Name] and for the time and effort you invested in your application.

We appreciate the opportunity to learn about your background and skills. After careful consideration, we regret to inform you that we will not be moving forward with your application for this summer's internship program. This decision was based on the large number of highly qualified candidates we received this year and the very limited number of positions available.

Please do not interpret this decision as a reflection on your abilities or potential. We were impressed by your achievements and encourage you to apply for future opportunities that match your skills and interests. We wish you the best of luck in your academic and professional endeavors.

Thank you again for your interest in [Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]