

[Applicant Name]
[Applicant Address]
[City, State, ZIP Code]
[Email Address]

[Date]

Dear [Applicant Name],

Thank you for your interest in the [Position Title] Internship Program at [Organization/Company Name]. We appreciate the time and effort you invested in your application and the enthusiasm you have shown for our organization.

After careful consideration, we regret to inform you that we are unable to offer you a position in our internship program at this time. While your passion and potential were evident, our selection committee seeks applicants with specific skills and previous practical experience closely aligned with the demands of this internship. As such, we found that your current level of experience does not fully meet our program's criteria.

This decision was made to ensure that all interns can fully benefit from our training and contribute effectively to the projects and responsibilities involved. We encourage you to continue developing your experience and skills, and we welcome future applications should you choose to reapply.

Thank you once again for your interest in [Organization/Company Name], and we wish you success in your academic and professional endeavors.

Sincerely,
[Your Name]
[Your Title/Position]
[Organization/Company Name]