

[Your Organization's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State ZIP Code]

Dear [Applicant's Name],

Thank you for your interest in the [Position Title, e.g., Marketing Intern] role at [Organization Name]. We appreciate your enthusiasm and the time you took to complete and submit your application.

Regrettably, we are unable to consider your application for the [Term/Year] internship, as we received your submission after our designated deadline of [Application Deadline Date]. Timely submission is an important part of our application process to ensure fairness to all applicants.

We understand that delays can happen and appreciate your desire to be part of our team. While we cannot move your application forward at this time, we encourage you to apply for future internship opportunities at [Organization Name]. Please keep an eye on our careers page and submit your application by the stated deadlines for any upcoming openings.

Thank you again for your interest in [Organization Name]. We wish you continued success in your academic and career pursuits.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]