

[Your Company Letterhead or Logo]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Thank you for your interest in the internship position at [Company/Organization Name] and for the time and effort you invested in your application.

We appreciate the opportunity to review your credentials and learn more about your skills, experiences, and aspirations. After careful consideration, we regret to inform you that we will not be moving forward with your internship application at this time.

This decision was not easy, as we received applications from many highly qualified and enthusiastic candidates. We encourage you to apply for future openings that match your qualifications and interests, as we are always looking to connect with talented individuals like yourself.

We wish you every success in your academic and professional endeavors. Thank you again for considering [Company/Organization Name] for your internship experience.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]