

[Your Company Letterhead]

[Date]

[Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Dear [Applicant Name],

Thank you very much for your interest in the [Position Title] internship at [Company Name]. We appreciate the time and effort you invested in your application and in participating in our selection process.

After careful consideration, we regret to inform you that you have not been selected for the internship position at this time. The selection process was highly competitive, and we had to make difficult decisions given the number of qualified applicants.

We sincerely appreciate your interest in [Company Name] and the skills and enthusiasm you demonstrated throughout the process. We encourage you to apply again for future opportunities that match your qualifications and career interests.

Thank you once again for your time and effort. We wish you every success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]