

[Your Organization's Logo]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP]

[Applicant's Email]

Dear [Applicant's Name],

Thank you for your interest in the [Internship Position Title] at [Organization Name]. We appreciate the time and effort you invested in applying to join our team.

We regret to inform you that we are unable to consider your application further at this time, as it was incomplete. Specifically, we did not receive the following required materials:

- [Missing Document 1, e.g., Resume]
- [Missing Document 2, e.g., Cover Letter]
- [Missing Document 3, if applicable]

In order to maintain a fair and thorough evaluation process, we require all applicants to submit the complete set of requested documents. We encourage you to review the application requirements and consider reapplying for future opportunities when all materials can be provided.

Thank you once again for your interest in [Organization Name]. We wish you the best in your academic and professional pursuits.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]