

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Position Title] Internship at [Company/Organization Name]. We truly appreciate the time and effort you invested in your application and the opportunity to learn more about your skills and aspirations.

After careful consideration of all applicants, we regret to inform you that we will not be moving forward with your candidacy for this internship position. The decision was not easy, as we received a large number of impressive applications and limited positions available.

Please know that your application was thoroughly reviewed, and we were impressed by your accomplishments and enthusiasm. We encourage you to apply again for future opportunities that align with your interests and skills, as we highly value your interest in joining our team.

If you would like specific feedback regarding your application or have any questions, please feel free to contact us at [Contact Email or Phone Number].

We wish you the very best in your academic and professional endeavors and thank you once again for considering [Company/Organization Name] as a place to begin your career.

Sincerely,

[Your Name]

[Your Title/Department]

[Company/Organization Name]