

[Your Organization's 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 Title] at [Organization Name]. We are grateful that you took the time to apply and share your qualifications and aspirations with us.

We regret to inform you that after careful consideration of your application and credentials, we have decided to move forward with another candidate for this internship opportunity. Our selection process was highly competitive, and we received applications from many strong candidates, making our decision particularly challenging.

We recognize the effort and enthusiasm you demonstrated throughout the process, and we appreciate your desire to join our team. While we are unable to offer you the internship at this time, we encourage you to apply for future opportunities with [Organization Name], as we would be pleased to consider your application again.

If you would like feedback regarding your application, please feel free to reach out, and we would be happy to provide constructive insights. We wish you every success in your future academic and professional pursuits.

Thank you once again for your interest in [Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]