

Date: [Insert Date]

Dear [Applicant's Name],

Thank you very much for your interest in the [Internship Position Title] with [Company/Organization Name]. We truly appreciate the time and effort you invested in your application and interview process.

After careful consideration and review of all candidates, we regret to inform you that we will not be moving forward with your application for this internship position. This decision was not an easy one, given the high caliber of applicants this year, including yourself.

We were impressed by your skills and experiences, particularly [mention a positive or specific strength if appropriate, e.g., "your passion for environmental causes and your analytical skills"]. However, after a thorough evaluation, we have decided to move forward with a candidate whose background more closely aligns with our current team's needs.

Please know that this decision is not a reflection of your abilities or potential, and we encourage you to apply for future openings that match your interests and expertise. We sincerely hope you will consider [Company/Organization Name] again as you continue to advance in your studies and career.

Thank you again for your interest in joining our team. We wish you the very best in all your academic and professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]