

Withdrawal of Internship Application

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my application for the summer internship position at [Company Name] that I submitted on [Submission Date].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals. I appreciate the time and effort you have invested in reviewing my application.

Thank you for the opportunity to apply. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]