

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Withdrawal from Accounting Internship Offer

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the accounting internship position offered to me at [Company's Name], which I was scheduled to begin on [Start Date].

This decision was not made lightly, as I deeply appreciate the opportunity extended to me. However, due to [brief explanation of reason, e.g., unexpected personal circumstances, an opportunity more aligned with my career goals], I must prioritize my commitments at this time.

I sincerely thank you for your understanding and the faith you placed in me. I wish [Company's Name] continued success and hope to possibly reconnect in the future.

Best regards,

[Your Name]