

Withdrawal from Internship Consideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Museum's Name]

[Museum's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my application for the curatorial internship position at [Museum's Name]. After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals.

I genuinely appreciate the time and effort you and your team have invested in the application process, and I am grateful for the chance to be considered for such a unique internship. I hold [Museum's Name] in high regard and hope to have the opportunity to collaborate in the future.

Thank you for your understanding. I wish you all the best with the internship program and the exciting projects ahead.

Sincerely,

[Your Name]