

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

Dear [NGO Contact Person's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the internship offer for the [specific internship position] at [NGO Name], which I was scheduled to start on [start date].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals. I want to express my gratitude for the offer and for the confidence you showed in my abilities.

Thank you once again for this opportunity. I wish [NGO Name] continued success in its important work.

Sincerely,

[Your Name]