

Dear [Name of the Internship Coordinator],

Thank you very much for offering me the internship position at [Company Name]. I sincerely appreciate the opportunity and the time you took to review my application.

After careful consideration, I have decided to decline the offer at this time. It was a difficult decision for me as I hold [Company Name] in high regard and admire the work being done there.

I hope to stay in touch and possibly consider future opportunities with your esteemed organization. Thank you again for your understanding and support.

Wishing you and the entire team at [Company Name] continued success.

Best regards,

[Your Name]

[Your Contact Information]