

[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 of Internship Application

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my application for the [Internship Title] position at [Company's Name], which I submitted on [Submission Date].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my current career goals. I want to express my gratitude for the time and effort you took to review my application.

Thank you once again for your understanding. I hope to have the opportunity to apply for positions at [Company's Name] in the future.

Sincerely,

[Your Name]