

# Internship Offer Decline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Internship Coordinator's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Internship Coordinator's Name],

Thank you very much for offering me the internship position at [Company Name]. I am truly honored to have been considered for this opportunity.

After careful consideration, I regret to inform you that I must decline the offer due to my academic commitments. As I strive to maintain my academic performance, I believe it is in my best interest to focus on my studies at this time.

I truly appreciate your understanding and hope to stay in touch for potential opportunities in the future.

Thank you once again for the offer, and I wish [Company Name] continued success.

Sincerely,

[Your Name]