

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the internship position at [Company's Name]. I genuinely appreciate the opportunity and the time you took to interview me. However, after careful consideration, I regret to inform you that I must decline the offer due to scheduling conflicts.

I was very impressed by [Company's Name] and the team, and it was not an easy decision to make. I hope to stay in touch and perhaps explore opportunities with your organization in the future.

Thank you once again for your understanding.

Sincerely,

[Your Name]