

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for the offer to join [Company's Name] as an intern. I am truly grateful for the opportunity and appreciate the faith you have shown in my abilities.

After careful consideration, I am unfortunately unable to accept the internship due to family obligations that require my immediate attention. This decision was not made lightly, and I hope you understand the circumstances I am currently facing.

Thank you again for this opportunity, and I hope to remain in contact for any potential future opportunities with [Company's Name]. I wish the team continued success.

Sincerely,

[Your Name]