

Internship Offer Decline Letter

[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]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the internship offer extended to me for the [Position Title] at [Company's Name]. After careful consideration, I regret to inform you that I must decline the offer due to personal circumstances that require my full attention at this time.