

Internship Offer Decline Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally decline the internship offer for the [Internship Position] at [Company Name], which was offered to me on [Offer Date].

After careful consideration, I regret to inform you that I must decline the offer due to unforeseen health reasons. This was not an easy decision, as I was genuinely excited about the opportunity to contribute to [Company Name] and learn from the team.

I sincerely appreciate the offer and the time spent by you and your team throughout the interview process. I hope to have the opportunity to apply again in the future when my circumstances allow.

Thank you for your understanding, and I wish you and the team all the best moving forward.

Sincerely,

[Your Name]