

Dear [Internship Coordinator's Name],

I hope this message finds you well. I want to extend my heartfelt appreciation for the opportunity to intern at [Company Name]. It was a pleasure to learn about your organization and meet such talented individuals during the interview process.

After careful consideration, I have decided to decline the internship offer at this time. This was not an easy decision, as I hold your company in high regard and truly value the opportunity presented to me.

Thank you once again for the chance to be considered for this role. I hope to stay in touch and look forward to potential opportunities to collaborate in the future.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]