

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Internship Program Name] at [Company Name]. We appreciate the time and effort you took to submit your application.

We are writing to formally notify you that we are no longer accepting applications for this cycle. Unfortunately, your application was received after the deadline of [Deadline Date]. Due to the high volume of applicants and our specific selection timeline, we are unable to move forward with your candidacy at this time.

We encourage you to monitor our careers page for future internship opportunities. We wish you the best of luck with your academic and professional pursuits.

Sincerely,

[Your Name]

[Your Title]

[Company Name]