[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to interview with [Company Name] for the [Internship Position Name] position. It was a pleasure learning more about your skills and academic background.

After careful consideration and review of all candidates, we have decided to move forward with another applicant whose qualifications more closely align with our current needs for this role.

The competition for this internship was very strong, and we truly appreciate the interest you have shown in our organization. We will keep your resume on file for future opportunities that may be a better match for your profile.

Thank you again for your interest in [Company Name]. We wish you the best of luck with your studies and your future career endeavors.

Best regards,

[Your Name]
[Your Title]
[Company Name]