[Date]

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

Subject: Internship Application - [Program Name]

Dear [Candidate Name],

Thank you for your interest in the [Program Name] internship at [Company Name] and for taking the time to interview with us.

After reviewing our requirements and your availability, we regret to inform you that we are unable to move forward with your application at this time. Unfortunately, the schedule conflict mentioned during the selection process does not align with the mandatory hours required for this program.

We were very impressed with your background and skills. We will keep your resume on file for future opportunities that may better fit your schedule.

Thank you again for your interest in [Company Name], and we wish you the best of luck with your academic and professional endeavors.

Best regards,

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