Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For the Interview/ Withdrawal of Application After Interview

Dear \_\_\_\_\_\_ (Name of the Recipient)

I am writing this letter to thank you for considering my application and calling me for the interview for the position of \_\_\_\_ Intern at your company. (Write the name of the position and company). The \_\_\_\_ Company is a huge name in the market and I will be glad to be associated with the company. However, as my college is starting next month and I will have to move to \_\_\_\_\_ City for college, I will not be able to work for this internship.

The college gave a circular today afternoon stating that we will be required to attend college from next month. I would like to withdraw my application for the internship. However, I am grateful to you for interviewing me and am looking forward to working with you in future.

Sincerely,

(Signature)

Sender’s Full Name