

Richard, good afternoon, I greatly appreciate the internship that was offered to me last week; however, I will be accepting another offer for an internship at Infonews, instead. I have great respect for Lanham Associates and yourself. Your program offers a great track to train and learn the path to success. The compensation offered by your organization is actually greater than that of Infonews, which made my decision quite difficult. Furthermore, the size of Lanham Associates signifies the power and extensive success that this firm has achieved. Nevertheless, the flexibility and convenience of not having to relocate for this internship was the leading factor for my decision.

It is extremely important to me to stay close to home in order to save money and adapt to working a full-time job for the summer. In addition, I will be able to do a wider variety of tasks than I would be able to do at your organization due to the size. Instead of concentrating on one specific area or task, I will be asked to do a number of responsibilities so that tasks and goals will be accomplished. I believe that this is the right step I need to take in order to lay the ground for my future success. The experience I will get at a smaller firm will make me ever more prepared for larger firms, like Lanham Associates. I hope to work for your firm in the future and I wish you the best of luck. I appreciate all of your help and diligence.

Sincerely

Student