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19th November 2025

James Komichi  
College Registrar  
Lilongwe Institute of Science and Technology  
P.O. Box 235  
Lilongwe

Dear Mr. Komichi,

**RE: INTERNSHIP OFFER - REGISTRATION AND SOCIAL MEDIA INTERN**

Thank you for offering me the position of Registration and Social Media Intern at Lilongwe Institute of Science and Technology. I am honored to have been selected.

However, I must respectfully decline this offer as I have already committed to another professional opportunity. After initially being informed that I was not selected, I had moved forward with an alternative commitment that aligns with my current career path.

I sincerely apologize for any inconvenience and hope there may be opportunities to work together in the future.

Thank you for your understanding.

Yours sincerely,

Michelle Lipenga

**NB:** Feel free to contact me if your organization is ever in need of a website at a cheap price, I will be willing to help!