

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent application to [specific program or position] at [Organization Name]. We appreciate your interest in joining our team and the effort you put into your application.

After careful consideration, we regret to inform you that we are unable to offer you a position at this time. This decision was a difficult one, as we received a large number of highly qualified applications.

We encourage you to apply for future opportunities that align with your skills and interests. We appreciate your understanding and wish you the best of luck in your job search.

Thank you once again for your interest in [Organization Name].

Sincerely,

[Your Name]
[Your Title]
[Organization Name]