

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

[Applicant's Name]
[Applicant's Address]
[City, State, Zip Code]
Dear [Applicant's Name],

Subject: Application Denial Notification

Thank you for your application for the [specific position or opportunity] at [Organization Name]. We appreciate the time and effort you invested in the application process.

After careful consideration, we regret to inform you that we are unable to offer you a position at this time. This decision was difficult, as we received numerous applications from qualified candidates, and the selection process was highly competitive.

We encourage you to apply for future opportunities that align with your skills and experience. Please feel free to check our website for any openings that may arise.

Thank you once again for your interest in [Organization Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Organization Name]