

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally close my application for the [specific position or opportunity] at

[Company/Organization Name] for which I applied on [application date].

After careful consideration, I have decided to pursue a different opportunity that aligns more closely with my career goals. I truly appreciate the time and effort you and your team dedicated to reviewing my application.

Thank you once again for the opportunity to be considered for [specific position]. I wish [Company/Organization Name] continued success and hope our paths may cross again in the future.

Warm regards,

[Your Name]