

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

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

Dear [Recipient Name],

Thank you for your [application/submission] regarding [specific project or proposal name]. We appreciate the time and effort you invested in your work.

After careful consideration, we regret to inform you that we are unable to accept your [application/proposal] at this time. This decision was not easy, as we received many [high-quality applications/submissions] and were impressed by the talent and creativity demonstrated.

We encourage you to keep us in mind for future opportunities and wish you the best of luck in your endeavors.

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

Sincerely,

[Your Name]
[Your Job Title]
[Organization/Company Name]