

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

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

Dear [Recipient's Name],

Thank you for your interest in [specific opportunity, position, or program] with [Your Organization]. We appreciate the time and effort you invested in 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 difficult due to the high caliber of applicants we received.

We encourage you to apply for future openings and wish you the best in your job search and future endeavors.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]