

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Rejection of ZQC Application

Thank you for your interest in [specific project or position] and for submitting your application for the ZQC process. We have carefully reviewed all submissions and appreciate the time and effort you invested in your proposal.

After thorough consideration, we regret to inform you that your application does not meet our current criteria for approval. This decision was not made lightly, and we encourage you to seek further feedback or guidance on how to enhance your proposal for future opportunities.

We appreciate your understanding and wish you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization]