

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

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

Dear [Applicant's Name],

Thank you for your application for the [specific position, program, or service, e.g., ZPASS Program] at [Your Organization]. We appreciate the time and effort you put into your submission.

After careful consideration, we regret to inform you that your application has not been selected for approval. This decision was based on [briefly state reason, e.g., "the high volume of applicants" or "lack of eligibility requirements"].

We encourage you to explore other opportunities with us in the future or consider [alternative options, if applicable]. If you have any questions or would like feedback on your application, please do not hesitate to reach out.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]