

[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],

Thank you for your interest in the [specific position or program] at [Company/Organization Name]. We appreciate the time and effort you put into your application.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This decision was difficult, as we received many applications from highly qualified candidates.

We encourage you to apply for future opportunities that align with your skills and interests. We wish you the best in your job search and future endeavors.

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

Sincerely,

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