

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

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

Dear [Recipient's Name],

Thank you for your application to [specific program, position, or opportunity] at [Organization Name]. We appreciate the time and effort you invested in the application process.

After careful consideration, we regret to inform you that we are unable to offer you a position at this time. This decision was not easy, as we had many qualified candidates this year.

We encourage you to apply for future opportunities that may arise and wish you the best of luck in your search.

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

Sincerely,

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