[Your Name]

[Title]

[Company]

[Address]

[City, St Zip]

[Today’s Date]

[Name of Recipient]

[Street Address]

[City, St Zip]

[Optional – Email Address]

Dear [Name of Recipient], (Consider using Mr./Ms. and their last name)

Application for the position of XXX (job title)

I refer to your recent application for the above post. I regret to advise you that on this occasion you have not been short-listed for an interview.

I would like to thank you for your interest in the company and wish you every success in the future.

Yours sincerely

[Typed Name]

[Title]