${date}

**${name}**

${address}

${phone\_number}

**Dear ${prefix} ${last\_name}:**

This refers to your application for the position of ${position} at the ${office}, Capitol, Poblacion, La Trinidad, Benguet.

We regret to inform that based on the evaluation of your qualifications as submitted, vis-a’-vis the qualification standards (QS) of the position, ${reason}.

Nonetheless, we thank you for your interest to join the Provincial Government of Benguet.

Very truly yours,

|  |  |
| --- | --- |
|  | **${governor}**  Provincial Governor |