[Date]

[Applicant Name]

[Street Address]

[City, State, ZIP]

Dear [Applicant Name]:

Thank you for your interest in the [Name of Position] position at [Company Name].

There were a number of qualified candidates for the position and the decision was a difficult one. Ultimately, we have chosen to select another candidate whom we believe most closely matches the requirements of the role as well as the needs of the Company.

Thank you again for your interest in [Company Name]. We wish you success in your employment search.

Best regards,

<Name>

<Title>