[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear [name],

Thank you for taking the time to apply to [position they applied for]. We really appreciate the effort you put into this. We received and have reviewed [a specific number, or “a large number”] of applications.

After reviewing them thoroughly, we felt that other applicants were better suited for [position they applied for]. At this time, we are declining to move forward with your application.

Best of luck on your job search.

[Your Name]

[Title]

cc: [Manager’s Name]