**Sample – Letter of Regret**

Place this on your agency letterhead

**[Date]**

**[Name]**

**[Address]**

Dear **[Name]**,

We appreciate your interest in the **[Department/Division]** and the time you’ve invested in applying for the **[Position Title]** opening.

We ended up moving forward with another candidate, but we’d like to thank you for talking to our team and giving us the opportunity to learn about your skills and accomplishments.

We will be advertising more positions in the coming months. We hope you’ll keep us in mind and we encourage you to apply again.

We wish you the best of luck with your job search and professional future endeavors.

Sincerely,

**[Name]**

**[Title]**