

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in joining the [Organization/Roster Name] and for submitting your registration request.

We are writing to inform you that we are unable to accept your registration at this time. Our roster is currently closed to new applicants as we have reached our capacity for the current period.

Please note that this decision is based solely on current roster limitations and does not reflect a negative assessment of your qualifications. We will keep your information on file and notify you should the roster reopen or if a specific opportunity matching your profile arises in the future.

We appreciate your interest in our organization and wish you the best in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]