

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for giving us the opportunity to review your portfolio and for your interest in working with [Company Name].

After a careful review of your work, we have decided not to move forward with your application at this time. While your portfolio demonstrates [mention a specific strength, e.g., strong technical skill/a unique creative vision], we are looking for a style and experience level that more closely aligns with our current project requirements.

We appreciate the time and effort you put into sharing your work with us. We will keep your information on file should a future project arise that matches your specific expertise.

We wish you the best of luck in your professional endeavors.

Best regards,

[Your Name/Signature]
[Your Title]
[Company Name]