

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for your interest in our services and for submitting your portfolio for consideration while on our waitlist.

After a thorough review of your materials, we have decided not to move forward with your project at this time. Due to our current capacity and the specific direction of our upcoming schedule, we are unable to add your portfolio to our active client list.

We have now removed your name from our temporary waitlist. We appreciate the time you took to share your work with us and wish you the best of luck with your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]