

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your application for [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Agency/Company Name] and for the time you invested in the application process.

After a thorough review of your professional background, we are writing to inform you that we will not be moving forward with your candidacy at this time. Our current selection criteria require a specific level of direct experience within the commercial sector that aligns with our organizational needs.

Based on our assessment, there is a discrepancy between your documented experience and the minimum commercial-sector requirements outlined for this particular role. While your skills in other areas are notable, we are prioritizing candidates whose recent professional history more closely matches the commercial environment of this project.

We will keep your resume on file for future opportunities that may be a better match for your specific qualifications. We appreciate your interest in our agency and wish you success in your job search.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]