

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your request for removal from the [Search Roster Name]

Dear [Candidate Name],

Thank you for reaching out to us regarding your status on our external search roster. We have received your request to be removed from the [Search Roster Name].

After reviewing your request and the terms of the recruitment agreement, we are unable to remove your profile at this time for the following reason(s):

- [Reason 1: e.g., Current active recruitment cycle involvement]
- [Reason 2: e.g., Minimum retention period required by contractual obligations]
- [Reason 3: e.g., Ongoing evaluation for specific open positions]

Please note that your information will remain secure and will only be used for professional recruitment purposes as outlined in our privacy policy. We will revisit your request once the [current project/period] has concluded.

If you have any further questions or believe there has been an error, please contact [Department Name/Contact Person] at [Phone Number/Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]