

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Regarding your request for removal from our recruitment roster

Dear [Candidate Name],

We have received your request to be removed from the active recruitment roster at [Agency Name].

After reviewing your current status, we are unable to fulfill this request at this time. Our records indicate that you are currently [Reason for Rejection, e.g., under a binding exclusivity agreement / currently assigned to an active long-term contract / in the final stages of a placement process with a client].

According to the terms signed on [Date of Agreement], your profile must remain active on our roster until [Date or Condition]. Once this period has concluded or the obligation is met, we will be happy to process your removal request.

If you believe this is an error or if you have any questions regarding your contract terms, please contact your account manager directly at [Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]