

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in the [Job Title/Program Name] position at [Company/Institution Name]. We appreciated the opportunity to review your application and creative materials.

After a careful evaluation of your submission, we regret to inform you that we will not be moving forward with your candidacy at this time. Our decision is based on the fact that your portfolio did not meet the specific technical or creative requirements outlined in our application guidelines.

Specifically, the review committee noted the following areas where the requirements were not met:

- [Requirement 1, e.g., Insufficient number of work samples]
- [Requirement 2, e.g., Missing specific file formats or media types]
- [Requirement 3, e.g., Lack of demonstrated experience in specific software/style]

We receive many high-quality applications, and the selection process is highly competitive. While your current portfolio does not align with our current needs, we encourage you to continue developing your work and to apply for future openings that may be a better match for your skills.

We wish you the best of luck in your creative professional journey.

Sincerely,

[Your Name/Department Name]

[Your Title]

[Company/Institution Name]