

[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].

After reviewing your application, we regret to inform you that we cannot move forward with your candidacy at this time. Your portfolio submission was marked as incomplete, as it did not include the following required elements:

- [Missing Item 1]
- [Missing Item 2]

Per our application guidelines, a complete portfolio is necessary for our team to conduct a full evaluation of your work. As a result, your application has been removed from consideration for this specific opening.

We appreciate the time you took to apply and wish you the best in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]