

[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] and for submitting your application materials.

After reviewing your submission, we regret to inform you that your portfolio does not meet the minimum requirements necessary to move forward in the selection process at this time. Specifically, the submission was considered insufficient due to:

- [Reason 1: e.g., Missing required work samples]
- [Reason 2: e.g., Lack of specific technical demonstrations]
- [Reason 3: e.g., Formatting or accessibility issues]

Because the portfolio is a critical component of our evaluation, we are unable to proceed with your candidacy for this specific opening. We encourage you to further develop your portfolio and consider applying for future roles that align with your skills.

We appreciate the time you took to share your work with us and wish you the best of luck in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]