

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for submitting your portfolio for consideration at [Agency Name]. We appreciate the time and effort you took to share your work with us.

After a thorough review of your submission, we regret to inform you that we will not be moving forward with your application at this time. Our current creative requirements demand a specific level of technical execution and stylistic alignment that we did not find represented in your current body of work.

Due to the high volume of submissions we receive, we are unable to provide individualized feedback or specific critiques on your projects. However, we encourage you to continue refining your craft and developing your professional portfolio.

We wish you the best of luck in your future creative endeavors.

Sincerely,

[Your Name/Department Name]
[Your Title]
[Agency Name]