[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: YOUR RECENT JOB APPLICATION**

Dear [CONTACT NAME],

Thank you for your recent application to join our company as a [POSITION REQUESTED].

We regret to inform you that currently, we do not have any openings in your area. Although this may be disapponting news, please note that we will retain your application in our files for any future openings.

Thank you for your interest in [YOUR COMPANY NAME].

We wish you good luck in your career search!

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]