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August 1, 1995

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Dear [recipient's name],

Application for [job title]

Your application for the position of [position title] was greatly appreciated and was given full consideration. Unfortunately there were applicants whose qualifications more precisely suited our

needs. Therefore your application has been unsuccessful.

Thank you for taking the time to apply.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]