

[DATE]

Re: Application status

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

Dear M . . . ,

The Client Selection and Training Committees have both met and, after thorough consideration of [ORGANIZATION]'s list of applicants, and with much thought and discussion, have decided that our program would not be appropriate for you.

The committees did not come to this decision either quickly or easily; much reflection and serious debate were involved. However, we believe we must always do what we think is best for each applicant and our program. Accordingly, we regretfully decline your application. We are truly sorry. May we suggest you contact [2nd ORGANIZATION]? They can be reached at [PHONE NUMBER], and may be able to suggest another course of action for you.

Most respectfully,

Kathleen Galayda  
Admin. Asst.