

[Your Name]
[Street Address]
[City, ST ZIP Code]
September 5, 2004

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

Thank you for coming to speak with us regarding the available position. We enjoyed having the opportunity to meet you and discuss your credentials.

While we were most impressed, we have identified another candidate whose background and experience better meet the requirements for this job.

Thank you again for your interest in Adventure Works. We wish you success in your job search.

Sincerely,

[Your Name]
[Title]

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