

Date (Month, Day, Year)

David A. Anderson  
Director of Human Resources  
Bright Company  
565 Water Street  
Iowa City, IA 52246

Dear Mr. Anderson:

I received your letter today, indicating that you have selected another candidate for the Sales Manager position for which I interviewed. Although I am disappointed, please know that I appreciate you letting me know your decision in such a timely manner. I also appreciate the courtesy and professionalism during the whole hiring process.

I want to reiterate my strong interest in working for Bright Company. My interview confirmed your company would be an exciting place to work and build a career. Please keep me in mind should another opening become available in the near future.

Again, thank you for the opportunity to interview and best wishes to your company.

Sincerely,

Dolly Madison