March 27, 2014

Candidate Name

Candidate Address

Dear \_\_\_\_\_\_\_\_\_\_,

It was a pleasure meeting with you to discuss your background and interest in the \_\_\_\_\_\_\_\_\_\_\_ position with our organization. We appreciate your time, attentiveness and patience throughout the interview process. We did have several highly qualified candidates for the position and it has been a difficult decision, but we have chosen another candidate for this position.

We do thank you for your interest in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we wish you luck in your future endeavors.

Sincerely,

Library Representative

Title