

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Regarding your application for [Position/Program Name]

Dear [Applicant Name],

Thank you for your interest in the [Position/Program Name] at [Organization Name].

We are writing to inform you that we are unable to accept your application at this time. Our records indicate that your submission was received after the formal deadline of [Deadline Date].

Due to the high volume of applications and our commitment to a fair selection process, we strictly adhere to our established deadlines and do not review materials submitted late.

We appreciate the time you took to apply and encourage you to monitor our website for future opportunities that may align with your qualifications.

We wish you the best of luck in your current search.

Sincerely,

[Your Name/Department Name]

[Organization Name]