

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Disqualification - Delayed Portfolio Submission

Dear [Candidate Name],

Thank you for your interest in the [Job Title/Program Name] position at [Company/Organization Name].

We are writing to formally notify you that your application has been disqualified from further consideration. As stated in the application guidelines, the deadline for portfolio submission was [Deadline Date] at [Deadline Time]. Our records indicate that your portfolio was received on [Submission Date], which exceeds the established cutoff.

Due to the high volume of applicants and our commitment to a fair evaluation process, we strictly adhere to all submission deadlines. Consequently, we are unable to review your materials at this time.

We appreciate the time you took to apply and wish you the best of luck in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]