[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Application for [Position Name/General Inquiry]

Dear [Candidate Name],

Thank you for your interest in [Company Name] and for sending us your resume.

At this time, we do not have any open positions that match your specific qualifications and experience. Therefore, we will not be moving forward with your application at this stage.

We will keep your resume on file for [Number] months should a suitable vacancy arise in the future. We wish you the best of luck with your current job search.

Sincerely,

[Your Name]
[Your Title]
[Company Name]