

[Date]

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

Dear [Candidate Name],

On behalf of the Board of Directors at [Organization Name], I would like to thank you for your interest in joining our Board and for taking the time to meet with our Nominating Committee.

We received applications from many highly qualified individuals this year. After a thorough review and deliberation process, the Board has decided to move forward with other candidates whose current expertise most closely aligns with the specific strategic needs of the organization at this time.

This decision does not reflect a lack of appreciation for your impressive background and accomplishments. We were very impressed with your experience in [mention a specific strength], and we are grateful for your willingness to serve our mission.

We will keep your information on file for future openings that may be a better fit. In the meantime, we hope you will continue to support [Organization Name] as a valued member of our community.

Thank you again for your interest and for your commitment to our cause. We wish you the very best in your professional and personal endeavors.

Sincerely,

[Your Name]
[Your Title/Board Chair]
[Organization Name]