

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Rejection of Duplicate Premature Application - [Application ID/Position Title]

Dear [Applicant Name],

We have received your application for [Position Title/Program Name] submitted on [Date of New Application].

After reviewing our records, we have noted that you currently have an active application for this same position submitted on [Date of Original Application] which is still under consideration.

As per our policy, we do not accept duplicate applications while an existing submission is still in process. Furthermore, our records indicate that the required waiting period between applications has not yet passed. Consequently, we cannot accept this duplicate submission at this time.

Please note that this does not affect the status of your initial application. We will notify you of the outcome of your original submission once the review process is complete.

Thank you for your continued interest in [Company/Organization Name].

Sincerely,

[Your Name/Department]

[Company Name]