

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

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

After reviewing your application, we noticed that your required portfolio was not included or could not be accessed. As a portfolio is a mandatory requirement for this role to evaluate your technical and creative skills, we are unable to move forward with your candidacy at this time.

We appreciate the time you took to apply and wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]