

Dear [Candidate Name],

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

After reviewing your application, we noticed that a required cover letter was not included with your submission. As stated in our application instructions, a cover letter is a mandatory component of our hiring process.

Due to the high volume of applications we receive, we are unable to move forward with candidates who provide incomplete application materials. Therefore, we will not be proceeding with your candidacy at this time.

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

Regards,

[Your Name/Company Name]
[Department]