

**Letter of Regret: Applicants**

*Send to all applicants whose credentials do not merit further consideration after first or second screening.*

*Date*

*Applicant  
Address  
City, State, Zip*

*Dear \_\_\_\_\_:*

I am writing with regard to your application for the position of *[Rank Professor]* in the *[Academic Unit]* at Bowling Green State University. The Search Committee has completed its review of the submitted credentials, and I am sorry to report that your application is no longer under consideration for the position. The Committee was very impressed with the quality of the applications submitted, and the selection of candidates from the overall pool was not an easy task.

On behalf of the *[Academic Unit]*, I'd like to express our appreciation to you for considering Bowling Green and wish you well in future endeavors.

Sincerely,

**Chair**