

*Use Academic Unit Letterhead*

### **Letter of Regret: Applicants**

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

***Date***

***Applicant  
Address***

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

I am writing with regard to your application for the position of *[rank/title if applicable]* 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 your future endeavors.

Sincerely,

***Academic Unit Chair/Director***