

how **2** sample: *Response to Rejection Letter*

PAT A. SMYTHE

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September 12, 20XX

Peter Jones
Director of Business Development
ACE Advertising
1000 Commerce Lane
Tampa FL 33979

Dear Mr. Jones:

I received notification from your company that your Account Executive position has been filled. While I am disappointed not to have been selected for the position, I enjoyed meeting you and learning more about your company.

As I stated in my interview, I am sincerely interested in growing my career with ACE Advertising. If other opportunities in the company arise, even those that are not in Business Development, please feel free to refer my resume to those departments. In the meantime, I will continue to monitor your website for positions that become available.

Once again, thank you for your consideration of my candidacy.

Sincerely,

Pat Smythe

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