

SAMPLE NON-RECIPIENT LETTER

This letter can be customized and used to help your club notify applicants who were not selected to receive a Live Your Dream Award.

January X, 20XX
Anna Smith,
55 Main Street
Anytown, Anystate 10555

Dear Anna,

Thank you for submitting an application for Soroptimist International of **Anytown's** Soroptimist Live Your Dream Awards. We commend you for your ambitious goals and wish you much success in achieving them. We received a number of compelling applicants this year. Unfortunately, we have selected another candidate to receive this year's Soroptimist Live Your Dream Award. You are welcome to apply again next year if you are still eligible.

We wish you all the best in your endeavors. If you have any questions, please do not hesitate to contact me.

Sincerely,

Elizabeth Smith, President

Soroptimist International of **Anytown**