[date]

[name]

[email address/postal address]

Dear [name],

**Board Director Application – Kyeema Support Services**

Thank you for your recent application, and for your interest in the Board Director position at Kyeema Support Services.

We received a strong field of applicants for this position and after careful consideration of your application, unfortunately on this occasion you have been unsuccessful.

Thank you again for your interest in Kyeema Support Services.

We wish you well with your future endeavours.

Yours sincerely,

[name]

Board Chairperson