

[Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Author's Name],

Thank you for your submission of [Title of the Work] to [Your Organization]. We appreciate your interest in sharing your writing with us.

After careful consideration, we regret to inform you that we will not be able to accept your piece for publication at this time. This decision is not a reflection of your talent but rather a result of our current editorial needs and direction.

We encourage you to continue writing and to consider resubmitting future works. Thank you again for thinking of us, and we wish you the best of luck with your writing endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]