

February 20, 2001

Insert Teacher Name
Insert street address
City, State, Zipcode

Dear Teacher Name,

Thank you for your interest in Agency Name and the project to create an online learning module. We received a great number of applications from talented and creative teachers like you, so the selection process became highly competitive.

We regret that we are unable to include you on the Team Name team at this time. We will, however, keep you in mind should we have the opportunity to present other such projects.

Again, thank you for taking the time to obtain a letter of endorsement from your Principal and to write your letter of interest and lesson plan.

Sincerely,

Team Leader Name
Team Leader