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Example content:

Contact Name
Address
City State Post Code

Dear [Contact Name],

Thank you for your recent resume and letter expressing your interest etc

Unfortunately, [REDACTED]. However, we will
[REDACTED] an opportunity arises.

Thank you again for your [REDACTED].

Yours sincerely,

[YOUR NAME]
[YOUR TITLE]
[YOUR PHONE NUMBER]
[YOUREMAIL@YOURCOMPANY.COM]