Hiring Manager  
Company Name  
Company Address  
City, State Zip Code

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the Customer Service position. We appreciate your interest in the company and the job.

I am writing to let you know that we have selected the candidate whom we believe most closely matches the job requirements of the position.

We do appreciate you taking the time to interview with us and encourage you to apply for other openings at the company in the future.

Again, thank you for your time.

Sincerely,

Signature (hard copy letter)

Hiring Manager