**Subject:** Marketing Associate Position

Dear Ms. Hagardon,

I appreciate you taking the time to meet with me to discuss the Marketing Associate position at ABC Company. Your time and interest in the position is much appreciated.

I would like to inform you that we have filled the position. However, we will keep your application on file for consideration if there is a future opening that may be a fit for you.

Again, thank you for meeting with me.

Best regards,

Samantha Hancock