**Appendix K**

 **Sample Letter of Regret**

Dear [First Name],

Thank you for your interest and application to participate in [State Association]’s [Year] Leadership Development Program. We applaud your interest in becoming a leader in the profession. We regret to inform you that you were not selected by our team of reviewers to participate in the program. Thank you for the valuable time and effort you expended to submit an application.

We wish you continued success in your professional leadership endeavors, and we hope that you will consider pursuing in other opportunities offered in the future.

Best regards,

[State Association]’s Leadership Development Program Team