**PPL Independent Living Advice Service** 

## Not progressing to the Interview Stage. Letter Template

Add your name and interview address here

Date:
Name of applicant:
Address of applicant:
Dear,
Regarding: Personal Assistant position
Further to your application for the position of personal assistant, I regret to inform you that you have not been selected for interview on this occasion.
Thank you for your interest and taking the time to apply for the position.
Yours sincerely,

