Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For the Interview/ Withdrawal of Application After Interview

Dear \_\_\_\_\_\_ (Name of the Recipient)

I am writing this letter to thank you for interviewing me for the \_\_\_\_\_ Course at the \_\_\_\_\_ University (Write the name of the course and university). I had a great time during the interview as you gave me some insightful information about the college and the course. Pursuing this course has been a dream for me but I would like to inform you that I am willing to take my application back.

The reason for my withdrawal of application is that I got selected to another university in my home city. My selection here is more convenient for me as I will not be required to move cities. However, I appreciate and thank you for considering my application and finding my application to be worth the second interview round. I apologise for using your time. Thank you so much. Hoping to come to the \_\_\_\_\_ University for another course in the future.

Sincerely,

(Signature)

Sender’s Full Name