

11 February 2003

FirstName LastName
Address1
City, State PostalCode

Dear FirstName:

Thank you for your interest in the Resident Assistant position for Fall 2003. At this time, we are unable to offer you an RA position. However, after careful consideration of your application and interview evaluations, we would like to keep your application on file, as an alternate, should more openings occur in the future. Western Michigan University offers many other leadership opportunities for its students. We encourage you to visit the Student Activities and Leadership Programs Office to explore the possibility of becoming a Bronco Ambassador or Bronco Buddy.

If you do not wish to be considered as an alternate at any time, please contact me at [phone removed].

Please feel free to contact me if you have any questions.

Sincerely,

Steve Palmer
Associate Director of Residence Life