***To:***

*Date: As soon as shortlist agreed*

Dear

**Selection of a PPC for Somewhere Constituency**

As Returning Officer for *Somewhere Constituency,* I am writing to advise you that unfortunately the Local Party Shortlisting Committee has not included you in the shortlist for this Constituency.

The shortlist has been determined on the basis of the suitability of applicants taking into account the criteria agreed for the Constituency. If you would like to receive feedback on your interview and why you were not included in the Shortlist, you may contact the following member of the Shortlisting Committee:

*Name....................................................Address.....................................................................*

If you have any issues or complaints you wish to raise concerning the selection process, you should contact me no later than \_\_\_\_\_\_\_\_\_\_\_ (7 days after shortlist decided). This is the deadline in the rules after which no appeals or complaints about the process to date can be considered and when the shortlist will be officially announced. If you would like a more general discussion on the selection, you should contact your Regional Candidates’ Chair:

Thank you for taking part in the selection process for *Somewhere Constituency.* I hope you are able to find a seat for the next election, and wish you every success in the future.

Yours sincerely,

Returning Officer,

Somewhere Constituency

cc Chair of Shortlisting Committee