

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to apply for [position title] at [Company Name]. While I appreciate the time and consideration given to my application, I was disappointed to learn that I was not selected for the position.

In an effort to improve my future applications, I respectfully request your insights regarding the reasons for my rejection. Understanding the specific areas where my application may have fallen short would be extremely beneficial as I continue to grow professionally.

Thank you once again for the opportunity. I appreciate any feedback you can provide and wish [Company Name] continued success in all its endeavors.

Warm regards,

[Your Name]

[Your Phone Number]