

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my sincere gratitude for considering my application for the [Position Title] position at [Company Name]. Although I was not selected for the role, I truly appreciate the opportunity to go through the interview process.

The experience allowed me to learn more about your esteemed organization and its dynamic team. I greatly admire [specific aspect of the company or team], and it has only strengthened my interest in contributing to [Company Name] in the future.

Thank you once again for your time and consideration. I look forward to any potential opportunities to collaborate or contribute to [Company Name] down the line. Please do keep my application on file for any future openings that might align with my skill set.

Wishing you and the team all the best!

Sincerely,

[Your Name]