[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the selection process for the [specific position title] that I applied for on [application date]. I recently received notification regarding my application status, and while I appreciate the update, I would like to gain a better understanding of the selection process.

Could you please provide any feedback on my application, or insights into the criteria used during the selection process? Understanding this would greatly help me in my future applications.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]