

Letter of Explanation for Application Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address the status of my recent application for [Position/Program Name] submitted on [Application Date].

It has come to my attention that my application was not accepted. I would like to request further information regarding this decision. Understanding the specific reasons will help me improve my future applications and address any areas of concern.

Thank you for considering my request. I appreciate your time and assistance. I look forward to your response.

Sincerely,

[Your Name]