

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the recent decision to reject my application for [specific position or program] submitted on [submission date].

While I understand that the selection process is competitive, I would greatly appreciate any feedback or insights you could provide regarding my application. Understanding the reasons behind this decision would be invaluable for my future applications and personal development.

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

Sincerely,

[Your Name]