

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

Thank you for your recent email regarding the [Job Title] position. While I am disappointed that I was not selected for the role, I appreciate the time you took to inform me of your decision.

I value the recruitment process at [Company Name] and am writing to ask if you could provide any specific feedback regarding my application or interview performance. I am always looking for ways to improve my professional presentation and would greatly appreciate any insights on areas where my qualifications or interview responses could be strengthened.

Thank you again for the opportunity to interview with your team. I remain very interested in [Company Name] and hope you will keep my resume on file for future openings that may be a better fit for my background.

I look forward to hearing from you.

Best regards,

[Your Signature]

[Your Printed Name]