

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

Thank you for contacting me regarding the [Job Title] position and for providing an update on your hiring decision.

While I am disappointed that I was not selected for the role, I truly appreciated the opportunity to interview with your team and learn more about [Company Name].

As I am looking to improve my professional skills and interview performance, would you be willing to provide some brief feedback regarding my application or interview? Specifically, I would value knowing if there were any particular areas where my experience did not align with the role or if there are skills I should focus on developing.

I understand you have a busy schedule, so any insights you can share would be greatly appreciated.

Thank you again for your time and consideration. I wish you and the team all the best.

Sincerely,

[Your Name]