

[Your Name]
[Your Company Name]
[Your Contact Information]

[Date]

[Client Name]
[Client Title]
[Client Company Name]

Subject: Feedback Request Regarding [Project Name/Reference Number]

Dear [Client Name],

Thank you for informing us that we were not selected for the [Project Name] shortlist. While we are disappointed, we appreciate the opportunity to have participated in the process.

As we strive to improve our services and competitive positioning, I would greatly appreciate any feedback you could provide regarding our proposal. Specifically, I am interested to know:

- Which areas of our proposal met your requirements?
- In which areas did we fall short compared to the shortlisted candidates?
- Are there specific skills or qualifications we should focus on for future opportunities?

If you are available for a brief five-minute call to discuss this, please let me know. Alternatively, feel free to reply via email.

Thank you for your time and for considering [Your Company Name]. We look forward to the possibility of working with you in the future.

Best regards,

[Your Signature]
[Your Printed Name]