

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Inquiry regarding application for [Job Title] - [Reference Number]

Dear [Hiring Manager Name],

Thank you for your email informing me that I was not selected for the shortlist for the [Job Title] position.

While I am disappointed by the news, I remain very interested in [Company Name] and would appreciate the opportunity to improve my future applications. If your schedule permits, would you be willing to provide brief feedback regarding which specific qualifications or experiences my application lacked compared to the shortlisted candidates?

I understand you receive many applications, and I value any insights you can share to help me in my professional development.

Thank you for your time and for considering my application.

Sincerely,

[Your Name]