

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

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

Re: Request for Review of Shortlist Decision - [Job Title] ([Job Reference Number])

Dear [Hiring Manager Name],

Thank you for your notification regarding the shortlist for the [Job Title] position. While I appreciate the update, I am writing to respectfully request a review of my application for this role.

I believe my profile strongly aligns with the core requirements outlined in the job description. In particular, I would like to highlight:

- [Specific Achievement or Experience 1]
- [Specific Achievement or Experience 2]
- [Key Skill or Certification]

I am confident that my background in [Your Field/Industry] would allow me to contribute effectively to [Company Name]. I would welcome the opportunity to discuss how my qualifications meet your team's needs in more detail.

Thank you for your time and for reconsidering my application. I look forward to hearing from you.

Sincerely,

[Your Signature]  
[Your Typed Name]