

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to apply for the [specific position] at [Company/Organization Name]. I appreciate the time and consideration you extended during the application process.

While I was not selected for the position, I value the feedback I received, particularly [specific feedback point]. This insight will be invaluable as I continue to enhance my skills and experience in the field.

I remain very interested in the work being done at [Company/Organization Name] and would welcome any future opportunities to contribute to your team. Thank you once again for the opportunity and the constructive feedback.

Best regards,
[Your Name]