

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for considering my application for the [Job Title] position at [Company's Name]. I appreciate the opportunity to interview and learn more about your team and mission.

While I am disappointed to hear that I was not selected for the role, I am grateful for the chance to discuss my qualifications with you. I would like to express my genuine interest in [Company's Name] and would appreciate any feedback you may have regarding my application or interview.

Please keep me in mind for any future openings that may align with my skills and experience. I wish you and your team continued success.

Thank you once again for your time and consideration.

Sincerely,

[Your Name]