

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

[Recipient's Name]
[Title/Department]

KTVU

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for considering my application for the [specific position] at KTVU. I appreciate the opportunity to interview and learn more about your team and the exciting work being done at KTVU.

I am writing to follow up regarding my application status. I understand that you may have chosen to proceed with other candidates at this time, and while I am disappointed, I remain grateful for the experience.

I value the insights I gained through the interview process and would welcome any feedback you could provide on my application or interview. Thank you once again for the opportunity. I hope to have the chance to apply again in the future and wish KTVU continued success.

Sincerely,

[Your Name]