

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for taking the time to interview me for the [Job Title] position at [Company Name]. I appreciate the opportunity to learn more about your team and the exciting projects you are working on.

While I am disappointed to hear that I was not selected for the position, I genuinely value the experience and insights gained during the interview process. I would be grateful if you could keep me in mind for any future openings that align with my skills and experience.

Thank you once again for the consideration. I wish you and the team continued success.

Warm regards,

[Your Name]