

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

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

Dear [Interviewer's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to interview for the [Job Title] position with [Company's Name] on [Date of Interview]. It was a pleasure to meet with you and learn more about the team and the exciting projects at your organization.

After careful consideration, I regret to inform you that I was not selected for the position. While I am disappointed, I sincerely appreciate the time and effort you and your team invested in the interview process.

I would like to kindly request any feedback you might have regarding my interview, as I am always looking to improve. Thank you once again for your consideration, and I wish [Company's Name] continued success in the future.

Warm regards,
[Your Name]