**Email to candidate not successful at shortlisting, following request for feedback**

Dear NAME

Further to your request for feedback in relation to your application for the post of TITLE. NUMBER applications were received for this post.    The selection committee recorded at the shortlisting meeting that [insert relative comments recorded by Selection Committee on shortlist report form and list the selection criteria which the candidate did not meet].

I trust that this addresses the queries which you have raised.  Please do not hesitate to contact me should I be of any further assistance.

Yours sincerely

NAME