Dear Bob:

I would be lying if I said I'm anything but keenly disappointed that I wasn't your final choice for the position of [job title]. But knowing how professionally and thoroughly each candidate was interviewed, and having made it to the "final [number of candidates on short list]," I'm also honored to have been on that short list. I appreciate that your job of selection was very, very difficult.

It was a pleasure getting to meet you and seeing how well your team works together. [Customize the following: You are a rare and skilled manager. I particularly like your style of relating to your team, and sincerely hope that sometime in the future we get an opportunity to work together. (I agree that my skills are a great fit for your team.)]

I wish you and your team great success. Thank you again for all your efforts on my behalf. I will look forward to seeing you at one of the area association meetings.

Best regards,