

[Your Address]  
[City, Province]  
[Postal Code]  
[Email Address]  
[Date]

[HR Contact Name]  
[HR Department]  
[Address]  
[City, Province]  
[Postal Code]

Dear [HR Contact Name],

I am writing to request the grading rubric for the [Position] competition that was held on [Date of competition]. As a candidate who was not selected for the position, I would like to have a better understanding of the criteria and standards used to evaluate my performance during the selection process.

I am particularly interested in the specific areas where my qualifications were deemed to be lacking and how they were measured against the established standards. I believe this information will be useful for me in future job applications and for my professional development.

In addition, I would also like to request for informal feedback on my performance during the selection process. I believe that this feedback will be valuable in helping me understand how to improve my qualifications and skills for future job opportunities.

I appreciate your time and consideration in this matter. I would be happy to schedule a meeting at your convenience to discuss this further.

Thank you in advance for your cooperation.

Sincerely,  
[Your Name]  
[Your Contact Information]

**Please keep in mind that this is just a sample letter and you may need to adjust the content to suit your specific situation.**