[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Confirmation of EOS Application Details
I am writing to confirm the details of my application for the Employment Opportunity Service (EOS) submitted on [Date of Application Submission]. Below are the key details regarding my application:
- **Applicant Name:** [Your Name]
- **Application ID:** [Your Application ID]
- **Position Applied For:** [Position Title]
- **Date of Application:** [Date]
- **Contact Information:** [Your Phone Number and Email Address]
I appreciate your attention to my application and look forward to any further updates regarding the next steps in the process. If you need any additional information, please do not hesitate to contact me.
Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]