

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of IAS Application

I am writing to formally acknowledge the receipt of my application for the Indian Administrative Service (IAS), submitted on [submission date]. I appreciate your consideration of my application and look forward to any updates regarding the selection process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]