

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge receipt of your application for [Position/Program Title] submitted on [Submission Date].

We appreciate your interest in [Company/Organization Name] and the time you took to apply. After carefully reviewing your application materials, we are pleased to inform you that [state the outcome, e.g., you have been selected for an interview, your application is under consideration, etc.].

[If applicable, provide details about the next steps, such as interview dates, additional documents needed, etc.]

Thank you again for your interest in [Company/Organization Name]. We look forward to connecting with you soon.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]  
[Company/Organization Contact Information]