

[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: Acknowledgment of IWA Application

I am writing to formally acknowledge the receipt of my application for the International Writing Award (IWA) submitted on [Submission Date]. I appreciate the opportunity to participate in this prestigious competition and am excited about the potential recognition of my work.

Please confirm that my application is complete and meets the necessary requirements. I look forward to your response and any further updates regarding the evaluation process.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Affiliation, if applicable]