

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Job Application for [Job Title]

We are pleased to receive your application for the [Job Title] position at [Company Name]. After reviewing your qualifications, we would like to formally acknowledge your application.

We appreciate your interest in joining our team and would like to invite you for an interview to discuss your skills and experiences further.

Please let us know your availability for the upcoming week.

Thank you for choosing [Company Name] as your potential employer. We look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]