

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my appreciation for the opportunity to apply for the [specific position title] at [Company/Organization Name].

I am thrilled to inform you that my application has been successful, and I am honored to be considered for the role. I look forward to discussing how my [mention relevant skills/experience] will contribute to the goals of your team.

Thank you once again for this opportunity. I am eager to continue through the next stages of the selection process.

Best regards,  
[Your Name]