

[Your Organization's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Acknowledgment of LFA Application

We are writing to inform you that we have received your application for the [LFA Program Name] submitted on [Submission Date]. We appreciate your interest in [brief description of the program or organization].

Your application is currently under review, and you can expect to hear from us regarding the status of your application by [expected response date]. If you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you once again for considering [Your Organization's Name]. We wish you the best of luck in the application process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]

[Your Organization's Website]