

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my application for the [specific program or position] at [Institution/Organization Name] submitted on [date of application].

I appreciate the opportunity to apply and I am excited about the possibility of contributing to [mention any specific aspect of the program or position that excites you].

Please feel free to contact me if you require any further information or documents to support my application.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]