

[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: Confirmation of QGIS Application

I am writing to confirm the receipt of my application for the QGIS  
[specific course, program, or position] submitted on [submission date].  
I appreciate the opportunity and am eager to contribute to [specific  
project or program] utilizing my skills in GIS technology and analysis.  
Please let me know if there are any further steps or materials required  
from my side.

Thank you for considering my application. I look forward to your  
response.

Sincerely,  
[Your Name]