

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this letter finds you well. I am writing to formally respond to your recent application for the [Position Title] at [Company Name]. I would like to express my gratitude for considering my application and sharing information about the next steps in the recruitment process. I am very enthusiastic about the opportunity to join your team and contribute to [specific goals or values of the company]. I believe my skills and experience in [briefly mention relevant skills or experiences] align perfectly with the requirements of the position.

Please let me know if you need any further information or documentation to support my application. I am looking forward to the possibility of discussing my application in more detail during an interview.

Thank you once again for the opportunity.

Sincerely,
[Your Name]