

[Your Company/Organization Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Acknowledgment of Application

Thank you for your application for the [Position or Program Title] at [Company/Organization Name]. We appreciate your interest in joining our team.

We have received your application and it is currently under review. Our hiring committee will carefully evaluate all applications, and we aim to notify you of our decision by [specific date, if applicable].

If you have any questions or need further information, please do not hesitate to reach out to us at [Contact Information].

Thank you once again for your application. We wish you the best of luck in the selection process.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]