

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to LWC Application

I hope this message finds you well. I am writing to acknowledge receipt of my application for the [specific position or program] under the LWC program submitted on [submission date].

I appreciate the opportunity to be considered and would like to express my continued interest in the position. I am eager to contribute my skills and experience to [Company/Organization Name].

Thank you for considering my application. I look forward to your response and am hopeful for the opportunity to discuss my application further.

Warm regards,

[Your Name]

[Your Job Title, if applicable]