[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: APPLICATION ACKNOWLEDGMENT**

Dear [APPLICANT],

We have recently received your correspondence indicating an interest in a position at [YOUR BUSINESS]. We want to thank you for taking the time to send us this information about yourself, and we want to assure you that your application will be considered very carefully.

If your qualifications match our requirements, we will contact you either by phone or mail to schedule an interview.

Thank you again for your interest.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]