

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Application

Dear :

We received your application on Date. We are now in the process of reviewing the application to verify that it meets the criteria of the position. We will contact you if we have any questions. A final decision will be made in 3-4 weeks. At that time, you should receive a letter informing you of the next stage.

Thank you for your interest.

Sincerely,

N A M E