Application Receipt Confirmation

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

We are pleased to inform you that we have received your application for the [Position/Program Name] on [Date of Application]. We appreciate your interest in joining [Company/Organization Name].

Our team is currently reviewing your application, and we will contact you regarding the next steps in the process. Should you have any questions in the meantime, please feel free to reach out to us at [Contact Information].

Thank you for your application.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]