

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to apply for the [Job Title] position at [Company Name]. I wanted to take a moment to address a concern that may arise from my application.

As you may notice from my resume, I possess qualifications and experiences that exceed the requirements for this role. While I understand that my background may be perceived as overqualification, I want to assure you of my genuine interest in this position and my enthusiasm for contributing to [Company Name].

I believe that my unique skills and experiences can add significant value to your team, and I am eager to bring my expertise in [specific skills or experiences relevant to the job] to help achieve your company's goals.

Thank you for considering my application. I look forward to the possibility of discussing how my background can align with the needs of your team.

Sincerely,

[Your Name]