

Letter of Acknowledgment

[Your Company/Organization Name]

[Your Company/Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are writing to acknowledge receipt of your service application submitted on [submission date]. We appreciate your interest in [service or position name].

Your application is currently under review, and we will contact you soon regarding the next steps in the process. If you have any questions in the meantime, please feel free to reach out to us at [contact information].

Thank you for considering [Your Company/Organization Name]. We wish you the best of luck.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]