

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code]

[Recipient's Name] [Recipient's Position] [Company/Organization Name] [Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your application for the [Position Title/Program Name] at [Company/Organization Name]. We have successfully received your application submitted on [Application Submission Date].

We appreciate your interest in joining our team and will be reviewing your application in the coming days. Should your qualifications match our needs, we will contact you to discuss the next steps in the hiring process.

If you have any questions in the meantime, please feel free to reach out.

Thank you once again for your application.

Sincerely,

[Your Name] [Your Job Title] [Company/Organization Name] [Contact Information]