

Confirmation Request for Job Application Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to kindly request confirmation regarding the receipt of my job application documents for the [Job Title] position submitted on [Submission Date].

Please let me know if there is anything else you require from my side, or if any further steps are needed to proceed with my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]