

Applicant Interest Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are reaching out to you to verify your interest in the [Job Title] position at [Company Name]. We appreciate your application and would like to confirm your continued interest in this opportunity.

Please respond to this letter by [insert response deadline] to let us know your current interest in proceeding with the application process.

We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]