

# Application Materials Acknowledgment

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for submitting your application materials for the [Position/Program Name] at [Organization/Institution Name]. We appreciate your interest in joining our team.

This letter serves to confirm that we have received the following materials:

- [List of materials submitted, e.g., Resume, Cover Letter, Recommendations]

Your application is currently under review, and we will notify you of our decision shortly. If you have any questions, please do not hesitate to reach out.

Thank you once again for your interest in [Organization/Institution Name].

Sincerely,

[Your Name]

[Your Title]

[Organization/Institution Name]

[Contact Information]