

Application Packet Receipt

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Address: [Insert Applicant Address]

Email: [Insert Applicant Email]

Dear [Applicant Name],

We are writing to confirm that we have received your application packet for [Insert Position/Program Name]. Your application is important to us, and we appreciate your interest in joining our [team/program].

The details of the application received are as follows:

- Application ID: [Insert Application ID]
- Documents Included: [List Documents]
- Submission Method: [Insert Submission Method]

Our review process is currently underway, and we will notify you of our decision by [Insert Notification Date]. If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you again for your application!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]