

## Application Acknowledgment

[Your Business]  
[Street Address]  
[City, State and Zip Code]

[Date]

[Applicant]  
[Street Address]  
[City, State and Zip Code]

Dear [Applicant]:

We recently received your correspondence indicating an interest in a position at [Your Business]. We want to thank you for taking the time to send us information about yourself, and we want to assure you that your application will be considered very carefully.

If your qualifications match our needs, you will hear from us by phone or mail to schedule an interview.

Thank you again for your interest.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business]