Application Acknowledgement Letter

Dear [Applicant Name],

We are writing to acknowledge the receipt of your recent application for [position/program name] at [company/organization/institution name]. We appreciate your interest in our organization and are delighted that you have considered us for your career/educational goals.

We would like to inform you that your application has been received and is currently being reviewed by our team. We understand that waiting can be difficult, but please be assured that we are working diligently to process all applications in a timely manner.

If we require any further information from you or if we wish to arrange an interview, we will contact you using the details provided in your application. In the meantime, we encourage you to visit our website and learn more about our organization and the work we do.

We would like to take this opportunity to thank you for your interest in our organization and for taking the time to submit your application. We appreciate your patience as we review your application and look forward to potentially having the opportunity to work with you in the future.

Sincerely,

[Your Name]

[Organization/Institution Name]