

## Acknowledging receipt of an internship application

Subject: Internship Application Confirmation

Dear [Applicant's Name],

We have successfully received your application for the [Internship Position] at [Company Name]. We appreciate your interest in gaining professional experience with us.

Your application will be reviewed by our internship coordinator and the relevant department.

Shortlisted candidates will be contacted for an interview within the next [Timeframe].

Thank you for considering [Company Name] as part of your career journey.

Sincerely,

[Your Name]

Internship Coordinator

[Company Name]

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