

This document provides a **sample business letter for acknowledgment of receipt of application**, designed to formally confirm the receipt of an application submitted by an individual or organization. The letter serves as a professional communication tool that assures the applicant their submission has been received and is being processed. It typically includes key details such as the date of receipt, the position or program applied for, and any next steps or timelines. Using this letter helps maintain clear communication, build trust, and manage applicant expectations effectively.

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## Sample Acknowledgment Letter

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Applicant Name]

[Applicant Address]

[City, State ZIP Code]

Dear [Applicant Name],

Subject: Acknowledgment of Receipt of Application

We would like to thank you for submitting your application for the position of [Position/Program Name] at [Company/Organization Name]. This letter is to formally acknowledge that we have received your application on [Date of Receipt].

Our recruitment team is currently reviewing all submissions. If your qualifications match the requirements of the position, we will contact you to discuss the next steps in our selection process. We appreciate your interest in joining our team and your time spent in applying.

Should you have any questions regarding the status of your application, please do not hesitate to contact us at [Contact Email or Phone Number].

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

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]