



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Inquiry Letter/ Response to Inquiry

Dear _____ (Name of the Recipient)

We would like to thank you for your inquiry about your job application status. We have received your job application for the post of _____ at _____ (Company Name) for _____ location on _____ (Date). We are pleased to receive your application.

Our recruitment team reviews the submitted job applications on the basis of the CV submitted by the applicant. We reply to all the job applications within 10 days of receipt. As you have applied yesterday, currently your job application is under review. You can expect a reply in the next week.

If you have any more queries, please feel free to write us on _____ (Write the email address). We wish you good luck for your job application. Thank you once again for reaching out.

Sincerely,

(Signature)

Sender's Full Name