

REQUEST CONFIRMATION LETTER OF THE RECEIPT OF THE

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Introduction

This type of request letter is written to an organization or institute regarding confirmation of your application status. Through this letter, you are just getting reassured whether the application has reached to the right hands or not. By doing so, you are expressing your eagerness and professional attitude for working in the organization or institute.

Request Confirmation Letter of the Receipt of the Resume or Application Tips

Following points should be considered for writing an effective request letter for confirmation of your application:

- First and foremost it is vital to be polite while requesting for a confirmation letter or email.
- Letter should be written to the point.
- You should also mention your interest and willingness to join the organization.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Request Confirmation Letter of the Receipt of the Resume or Application

To,

Mr. Richard Lewis

Head (HR)

Scrutiny College of Arts

Atlanta

Date (Date on which letter is written)

From,

Patricia Gomes

Sub: Requesting confirmation regarding my application for the post of Lecturer

Dear Mr. Lewis,

Greetings. This is to bring to your kind attention that I have applied for the post of Lecturer in your prestigious college two week back. I have heard a lot of positive reviews about your college and I am interested in joining the same. To bring to your knowledge, I am a gold medalist in English Literature. I have enclosed all the relevant documents with the application, but till date I have not received any confirmation call regarding the same.

I would be highly obliged if you could send me a confirmation letter regarding my application, if received by you.

Awaiting for your response regarding confirmation of my application.

Thanking you,

Yours Sincerely'

Patricia Gomes

Request Confirmation Letter of the Receipt of the Resume or Application Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____,

I would like to bring to your kind attention that I have recently applied for the position of _____ in your organization and have sent my application regarding the same. I am worried whether you have received my application or not because it is now two weeks that I have not received a confirmation call from your company for acknowledging receipt of my application. It would be a pleasure for me if I get a chance to work in your organization.

I would be very grateful to you if you could send me a confirmation mail regarding receipt of my application.

Look forward to have a positive reply from you,

Thanking you,

Yours Sincerely'

(_____)

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