**LETTER TO CONFIRM THE RECEIPT OF AN APPLICATION**

[Senders Name]  
[Address line]  
[State, ZIP Code]

[Letter Date]

[Recipients Name]  
[Address line]  
[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

We appreciate your interest in working with us and would like to thank you for applying.

We regrettably inform you, however, that there are no positions open for your qualifications currently. We will, however, keep your application on file with our Human Resource department for the next year and will notify you of any possible openings during that time.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional