

[Company Name]
[Street Address]
[City, State Zip]
[Phone]
[www.companyname.com]

[Date]

[Name]
[Street Address]
[City, State] [Zip Code]

Dear [Name]:

Thank you for taking the time to speak with us about the [job title] position at [Company Name]. We appreciate your interest in our company and the time and effort that you invested in applying. We are in the process of reviewing the qualifications of all applicants for the position. Once that process has been completed, we will contact the applicants whose qualifications most closely match the requirements for the position and invite them to interview. If you are selected for an interview, we will contact you right away. Thanks again for your interest in [Company Name].

Sincerely yours,

[Name, Title]
[Company Name]