Gabriel Lee

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September 1, 2018

Daniel Applicant

123 Main Street
Anytown, CA 12345

Dear Daniel Applicant:

This letter is to let you know that we have received your application. We appreciate your interest in Acme Travel the position of Travel Account Manager for which you applied. We are reviewing applications currently and expect to schedule interviews in the next couple of weeks. If you are selected for an interview, you can expect a phone call from our Human Resources staff shortly.

Thank you, again, for your interest in our company. We do appreciate the time that you invested in this application.

Regards,

Gabriel Lee