[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line]**

Dear Mr. / Mrs. [Name of the Recipient],

I am [mention your Name in Full] and I have submitted my resume for the position of [mention Job Title/Position] in your company, [mention Company Name]. I am writing this letter to confirm if you have received the resume or not.

I am looking forward to your response regarding the job at [mention Company Name]. I hope that I will get a chance to be interviewed and to discuss this opportunity further. For any details or queries, you can contact me via the given below contact details.

Thanking you in anticipation.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]