



Victoria Embankment  
Westminster  
London SW1A 2JL

Mr Good CANDIDATE  
West Ham United PLC  
London Stadium  
Queen Elizabeth Olympic Park  
London E20 2ST

*In this part, we find the coordinates of the company and the recipient information.*

April 7, 2020

Subject : Acknowledgment of receipt - application  
*Here we identify the subject of the letter.*

Dear Mr CANDIDATE,  
*It's a polite way to address someone.*

We recently received your application, which caught our full attention. **We would like to thank you** for showing an interest in being a part of our company.  
*In this section, we thank the candidate for applying to our company.*

Your skills on EBP, in pay in general and your 10 years of experience as a payroll administrator at Chelsea have caught our attention.  
*We explain why we choose or not the candidate.*

That is why we would like to meet you on April 22, 2020 at 1:30 pm, for an interview, if your schedule allows it. Like that you can tell us in detail about your motivations. Please, confirm the appointment as soon as possible.

*In this part, If the answer is positive, the candidate is offered an interview; if the answer is negative, the candidate is informed that his or her application will be kept on file so that he or she can be contacted if necessary.*

**Looking forward to hearing from you**, I remain at your disposal for any further information you may require.

*The company remains at the candidate's disposal*

Yours sincerely,  
*Again, a polite greeting.*

George BEST  
Human Resources Manager  
+447987654321



*Name of contact person and contact details.*