

## Sample Acknowledgement Letter

Dear (*applicant name*):

Your application for the position of (*position title*) in the (*department*) at Northwestern State University (NSU) has been received and is complete/incomplete. We appreciate your interest in the University and our department. Please visit the University website at <https://www.nsula.edu/> for information about the University, our department, our programs and the community.

While visiting NSU's Web site, please be made aware that the University's Annual Security Report is available at <https://www.nsula.edu/universityaffairs/police/>. Once on the page, look for the **Annual Security Report** in the menu shaded in gray (middle of page). This report addresses NSU's institutional security policies and crime statistics for the three most recent calendar years.

Additionally, please link to Survey Monkey address (Executive Director, IE & HR will send via email) to provide information regarding race/ethnicity and disability and/or veteran's status, as governed by federal reporting requirements.

The Search/Interview Committee will be reviewing letters of application and resumes soon. You will be kept apprised of the process. If you should have any questions, please contact me at (NSU email address or phone number).

Respectfully,

(Name)  
Search Committee Chair