

LETTER OF APPLICATION

Applicant's Full Name: _____

Applicant's Address: _____

Contact Number: _____

Email Address: _____

Recipient's Information:

Company/Institution Name: _____

Department: _____

Recipient's Name / Position: _____

Subject:

Application for the position of [Position Title] at [Company/Institution Name]

Dear Sir/Madam,

I am writing to formally apply for the position of [Position Title] at [Company/Institution Name]. With my qualifications and experience detailed below, I am confident that I would be a valuable asset to your team.

I hold a [Degree/Qualification] from [University/Institution], and I have accumulated [number] years of relevant experience in [Industry/Field]. My skills include [list of relevant skills].

I am particularly drawn to this position because of [reasons related to the company, role, or industry]. I am eager to contribute my expertise and dedication to the continued success of [Company/Institution Name].

Please find enclosed my CV and supporting documents for your consideration. I am available for an interview at your earliest convenience and look forward to the opportunity to discuss my application in further detail.

Thank you for considering my application. I look forward to your favourable response.

Yours faithfully,

Signature: _____

Printed Name: _____

Date: _____

Legal Notice and Compliance

This letter of application is submitted in accordance with all applicable laws and regulations of the United Kingdom. The information provided is accurate and complete to the best of my knowledge. I acknowledge that any false statements or omissions may result in rejection of my application or termination of employment if hired. I understand that all personal data provided will be processed in compliance with the UK Data Protection Act and GDPR regulations.

Equal Opportunities Statement

[Company/Institution Name] is committed to providing equal employment opportunities without regard to race, colour, religion, sex, sexual orientation, gender reassignment, pregnancy and maternity, disability, age, or any other protected characteristic as defined by UK law.

Privacy Statement

All personal information collected in connection with this application will be handled in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This information will be kept confidential and used solely for recruitment purposes.

Original source of this document:

<https://legaltemplates-uk.com/letter-of-application/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.