

**Letter of Acknowledgement: Applicants**

*Send to all applicants upon receipt of application materials*

*Date*

*Name*

*Address*

*Dear \_\_\_\_\_:*

On behalf of the *[Academic Unit]* in the *[College of \_\_\_\_\_]* at Bowling Green State University, I am pleased to acknowledge your application for the position of *[Rank Professor]*. We thank you for your interest in Bowling Green State University and this position.

To assist us in complying with the University's Affirmative Action procedures, we are enclosing a form for your voluntary completion and return. In addition, this form is used to assess the effectiveness of our current recruitment sources, and we would greatly appreciate your assistance with this effort.

Also enclosed are a complete position description and some facts about the College and the University, which I hope you will find of interest. For further information, you may want to visit the University's web site at: [www.bgsu.edu](http://www.bgsu.edu). The College web site is located at *[insert college web address]*. If you have questions at any time about the progress of the search or the status of your application, please feel free to call.

Sincerely,

*Chair*

*Enclosures*