



## Letter Acknowledging Letter of Reference

Dear:

Thank you for your letter of reference on behalf of \_\_\_\_\_, who has applied for the position of \_\_\_\_\_ in the University of Virginia's Department of \_\_\_\_\_.

Your thoughtful letter will be of great assistance to the Search Committee as we begin evaluation of candidates for this position. We appreciate your taking the time to submit this reference.

Thank you.

Sincerely,

Chairperson,  
Search Committee