

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of your decision letter dated [insert date of decision letter]. I appreciate the time and effort that went into making this decision and conveying it to me.

Thank you for the opportunity and your consideration. I look forward to [insert next steps or any other relevant information].

Best regards,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]