

Acknowledgment of Received Correspondence

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We acknowledge the receipt of your correspondence dated [Insert Date of Correspondence]. We appreciate your communication and are currently reviewing the information provided.

Our team will ensure that your concerns are addressed promptly, and we will reach out to you if any further information is required.

Thank you for your correspondence.

Sincerely,

[Your Name]

[Your Position]