

Receipt Acknowledgment for Proposal

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to formally acknowledge the receipt of your proposal titled "[Insert Proposal Title]" submitted on [Insert Submission Date]. We appreciate the time and effort you put into your submission.

Your proposal is currently under review and we will get back to you with our feedback by [Insert Feedback Date]. If you have any questions in the meantime, please feel free to reach out.

Thank you once again for your submission.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]