

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Business Name]  
[Your Business Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of the small business regulations provided by your office on [Insert Date of Receipt]. We appreciate your efforts to keep us informed about the necessary guidelines and standards that govern our operations.

As a small business, we are committed to compliance and ensuring that we adhere to all regulatory requirements. We will review the materials thoroughly and implement any necessary changes to our business practices as outlined.

Thank you for your guidance and support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]