

Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of your legal inquiry dated [Insert Inquiry Date]. We appreciate your reaching out to us and assure you that your concerns are being taken seriously.

Our legal team is currently reviewing the details of your inquiry and will respond to you within [Insert Timeframe]. If you have any immediate questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]