

Media Recipient Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to acknowledge the receipt of your media submission regarding [describe media briefly]. This statement serves to confirm that we have received your materials on [insert date of receipt].

Your contributions are valuable to us, and we appreciate your efforts in sharing your work. We will review your submission and get back to you shortly with our feedback.

Thank you for your timely submission.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]