

# Beneficiary Notification of Receipt

Date: [Insert Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, ZIP Code]

Dear [Beneficiary Name],

We are pleased to inform you that we have successfully received your application for [Specify the purpose, e.g., benefits, claims, assistance] on [Insert Receipt Date]. Your application is currently being processed.

If any additional information is required, we will reach out to you. Otherwise, you may expect to hear back from us regarding the status of your application within [Insert Time Frame].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]