

Beneficiary Recognition of Receipt

Date: [Insert Date]

To: [Beneficiary's Name]

Address: [Beneficiary's Address]

Dear [Beneficiary's Name],

We are pleased to acknowledge the receipt of your application/claim for assistance under our program. Your request has been duly processed, and we appreciate your patience during this period.

This letter serves as a formal recognition of the receipt of your materials, submitted on [Insert Submission Date]. We value your contribution and efforts in [Briefly Describe the Purpose or Project].

Please do not hesitate to reach out should you require further assistance or clarification regarding this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]