

# Confirmation of Beneficiary Receipt

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

This letter is to confirm that we have received your application and all supporting documents for the [specific benefit/program]. We appreciate your timely submission and understand the importance of this process.

Your application will be reviewed, and you will receive notification of the decision within [insert time frame]. If you have any questions in the meantime, please feel free to contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]