

# Confirmation of Receipt

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## **To:**

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Benefits Request Receipt**

Dear [Beneficiary's Name],

We are writing to confirm that we have received your request for beneficiary benefits submitted on [Insert Submission Date]. Your request is being processed, and we understand the importance of timely assistance.

Your request reference number is: [Insert Reference Number]. Please keep this number for your records. We will notify you of any updates regarding your application.

If you have any questions or require further assistance, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]