

Aid Request Receipt

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your aid request submitted on [Insert Submission Date]. We appreciate your effort in reaching out to us for assistance.

Your request details are as follows:

- **Type of Aid Requested:** [Insert Type]
- **Description:** [Insert Description]
- **Amount Requested:** [Insert Amount]

Please be assured that we will review your request and get back to you within [Insert Timeframe]. If you have any questions in the meantime, do not hesitate to contact us.

Thank you for reaching out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]