

# Proposal Confirmation Receipt

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

From: [Your Name]

[Your Address]

Dear [Recipient's Name],

We are pleased to confirm the receipt of your proposal titled "[Title of Proposal]" submitted on [Submission Date]. We appreciate your effort and are currently reviewing the details.

You will be notified of our decision by [Decision Date]. Should you have any questions in the meantime, feel free to reach out.

Thank you for your submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]