

# Letter of Acknowledgment

Date: \_\_\_\_\_

To,

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hereby acknowledge the receipt of your insurance policy documents dated \_\_\_\_\_.  
Your submission includes:

- Insurance Policy Document
- Payment Receipt
- Any additional documents

We appreciate your prompt submission and will process your documents accordingly. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing [Your Company Name] for your insurance needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]