

# Letter of Acknowledgement for License Reinstatement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge the receipt of my application for the reinstatement of my [type of license] license, submitted on [application date]. I appreciate your prompt attention to my request.

As per your guidelines, I have included all required documentation and fees necessary for the reinstatement process. I look forward to your review and any updates regarding my application status.

Thank you for your assistance in this matter. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,

[Your Name]