

Sales Proposal Acknowledgment Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally acknowledge that we have submitted our sales proposal titled "[Proposal Title]" on [Submission Date]. This proposal outlines our potential collaboration and the services we believe will meet your requirements.

We kindly request that you acknowledge receipt of this proposal at your earliest convenience. Your feedback is invaluable to us, and we are eager to discuss any further details or answer any questions you may have.

Thank you for considering our proposal. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]