

Letter of Acknowledgment for Alternative Format Submission

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title, if applicable]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your submission in an alternative format regarding [briefly describe the submission]. We appreciate your efforts to ensure accessibility in [context of the submission].

Your submission is currently under review, and we will notify you of any updates or decisions made pertaining to this matter.

Thank you for your commitment to [state the purpose such as inclusivity, accessibility, etc.]. If you have any further questions or require additional information, please do not hesitate to contact us at [your contact information].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]