

# Letter of Acknowledgment

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

We acknowledge the receipt of your report titled "[Report Title]," which was submitted on [Submission Date]. We understand that the report was due on [Original Due Date].

We appreciate your efforts in compiling this report and acknowledge the delay. Please be assured that we will review the document thoroughly.

If you have any questions or require further assistance, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]