

# Acknowledgement of Proofreading Work

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and express my gratitude for your exceptional proofreading work on [Project/Document Name]. Your keen eye for detail and extensive expertise have greatly enriched the quality of the final document.

Your thorough suggestions and corrections not only enhanced the clarity of the content but also ensured it meets the highest standards of professionalism. I truly appreciate the time and effort you dedicated to this task.

Thank you once again for your invaluable contribution. I look forward to collaborating with you on future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]