

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hereby acknowledge receipt of the materials you submitted on [Insert Submission Date].

Your submission includes the following:

- [Material 1]
- [Material 2]
- [Material 3]

We appreciate your effort and time devoted to this submission. We will review the materials and revert to you by [Insert Review Date]. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your submission.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]