

Service Delivery Acknowledgment

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to formally acknowledge the receipt of your application for services at [Agency Name]. We appreciate your trust in us and are committed to providing you with the necessary support.

This letter serves to confirm that we have received your request on [Insert Date of Request] and that we are currently processing your application. Our team will review your information and reach out to you within [insert timeframe] to discuss the next steps.

If you have any questions or require further assistance, please do not hesitate to contact us at [Agency Phone Number] or [Agency Email Address].

Thank you for reaching out to [Agency Name]. We look forward to assisting you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]