

Letter of Acknowledgment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Request for Acknowledgment

Dear [Agency Representative's Name],

I hope this letter finds you well. I am writing to formally request an acknowledgment of the [specific document or service, e.g., application, referral, etc.] submitted to your agency on [date of submission].

This acknowledgment is important to ensure that my request is being processed and to maintain a clear record of communication between us. I would appreciate a confirmation of receipt at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]