

Letter of Acknowledgment for Advertising Renewal Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to acknowledge receipt of your request for the renewal of your advertising contract with us. We greatly appreciate your continued partnership and support.

Your request is currently under review, and we aim to finalize the details and provide you with a confirmation by [Insert Date]. If you have any specific requirements or questions, please feel free to reach out.

Thank you once again for choosing [Your Company Name] for your advertising needs. We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]