

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your submission titled "[Title of the Submission]." We are pleased to acknowledge receipt of your writing submission on [submission date].

Our team will review your work, and you can expect to hear back from us by [expected response date]. If you have any questions in the meantime, please do not hesitate to reach out.

Thank you again for your contribution.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]