

Receipt of Submission

Date: **[Insert Date]**

To: **[Author's Name]**

Address: **[Author's Address]**

Dear **[Author's Name]**,

We would like to acknowledge the receipt of your writing piece titled "**[Title of the Writing Piece]**" submitted on **[Submission Date]**.

Your submission is currently under review, and we will get back to you with our feedback within **[Timeframe]**.

Thank you for your contribution!

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]

[Contact Information]