

# Letter of Assurance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Author's Name],

We are writing to confirm the receipt of your submitted content titled "**[Title of the Submission]**" for publishing in **[Publication Name]**.

Your submission was received on [Insert Date of Receipt], and we appreciate your contribution to our publication. Please be assured that your content is currently under review by our editorial team.

You will be notified of any updates regarding the status of your submission within [insert timeframe, e.g., "the next four to six weeks"].

Thank you for your valuable work and your interest in [Publication Name]. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]