

Acknowledgement of Legal Inquiry

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP Code]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to acknowledge receipt of your inquiry regarding [brief description of the legal issue]. Your inquiry was received on [date of receipt], and we take this matter seriously.

Our team is currently reviewing the details provided, and we will get back to you with a comprehensive response by [expected date of response]. Should you have any further information or documentation to add, please do not hesitate to reach out.

Thank you for your patience in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Organization]