

# Call Recording Acknowledgment Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request acknowledgment of a call recording from our recent conversation on [insert date of call] regarding [briefly state the subject of the call].

The purpose of this request is to ensure that both parties have a clear understanding of what was discussed and agreed upon during the call.

Please confirm receipt of this request and your acknowledgment of the call recording by [insert response deadline]. Your cooperation in this matter is greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]