

Confirmation of Offer Submitted

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the receipt of your offer submitted on [Insert Submission Date] for [Description of the Offer]. Your proposal has been successfully received and is currently under review.

We appreciate your interest and the effort put into your submission. We will be in touch shortly to discuss the next steps in the process.

Thank you for your submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]