

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to formally acknowledge the collaboration between [Your Company Name] and [Recipient Company Name]. We appreciate the opportunity to work together on [brief description of the project or initiative].

We believe that this partnership will be mutually beneficial and look forward to achieving great results together. Our team is excited to share ideas, resources, and expertise as we move forward.

Thank you for your trust and collaboration. Please feel free to reach out if you have any questions or further discussions.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]