

Proposal Acknowledgment Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge the receipt of your proposal submitted on [Proposal Submission Date] regarding [Proposal Title]. We appreciate the time and effort you put into your proposal and are currently reviewing the details.

We will keep you updated on our decision-making process, and we may reach out for any further information or clarification. Thank you for your interest in collaborating with us.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]