

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to acknowledge the receipt of your research proposal titled "[Proposal Title]." Your submission has been received on [Submission Date], and is currently under review.

We appreciate your interest in contributing to [Research Program or Institution's Focus Area]. Our review committee will evaluate your proposal based on its significance, innovation, and approach.

You can expect to hear from us regarding the outcome of the review by [Expected Response Date]. If you have any questions in the meantime, please do not hesitate to reach out.

Thank you for your submission and for your commitment to advancing research in [Field of Study].

Sincerely,

[Your Name]

[Your Position]

[Your Institution]