

# Receipt for Submitted Innovation Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Organization's Name]

Address: [Your Organization's Address]

Dear [Recipient's Name],

Thank you for submitting your innovation proposal titled "[**Proposal Title**]" on [Submission Date]. We appreciate your effort and creativity in addressing [Brief Description of the Problem].

This is to acknowledge the receipt of your proposal. Below are the details of your submission:

- **Proposal ID:** [Insert Proposal ID]
- **Submission Date:** [Insert Submission Date]
- **Submitted By:** [Submitter's Name]

Your proposal will be reviewed by our evaluation committee, and we will notify you regarding the outcome by [Expected Notification Date].

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you once again for your submission.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]