

Letter of Recognition for Email Receipt

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Email Address]

Dear [Recipient's Name],

We would like to formally acknowledge the receipt of your email dated [Insert Email Date]. We appreciate you reaching out to us regarding [briefly describe the subject of the email].

Your communication is important to us, and we assure you that we will address your concerns promptly. Should you have any further questions, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]