

Letter of Acknowledgment for Compliance Verification

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We acknowledge the receipt of your compliance verification request dated [Insert Request Date]. This letter serves to confirm that we have received your documentation and will review it in accordance with our compliance requirements.

We appreciate your commitment to maintaining compliance and will ensure that our assessment is completed by [Insert Assessment Completion Date]. Should you have any further questions or require additional information during this process, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]