

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge the receipt of the draft document titled "[Document Title]" that was submitted for review on [Submission Date].

We appreciate your efforts in preparing this draft and understand the importance of your work. Our team will review the document thoroughly and provide feedback by [Feedback Due Date].

If you have any questions or need further clarification during the review process, please feel free to reach out to me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]