

Letter of Acknowledgment

Date: [Insert Date]

To: [Committee Chair/Name]

[Committee Name]

[Address]

[City, State, ZIP code]

Dear [Committee Chair/Name],

I am writing to formally acknowledge the recent decisions made by the [Committee Name] during the meeting held on [Insert Date]. I appreciate the time and effort invested by all committee members in reaching these conclusions.

Please find below a summary of the decisions acknowledged:

- [Decision 1]
- [Decision 2]
- [Decision 3]

Thank you for your dedication and service to the committee. I look forward to implementing these decisions and will keep you updated on progress.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]