

# Letter of Acknowledgment of Instruction Receipt

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of your instructions received on [insert date of receipt]. We appreciate your clear guidance and instructions regarding [insert specifics about the instructions].

We will take the necessary steps to ensure compliance with your instructions and will keep you informed of our progress. If you have any further information or additional instructions, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]