

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, ZIP Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to confirm the receipt of your urban planning architectural plan submitted on [Insert Submission Date]. We appreciate your efforts in developing a comprehensive proposal for [Project Name/Location].

After our initial review, we would like to confirm that your plan meets the required guidelines and standards. Further, we will proceed with the next steps in the review process and aim to provide feedback by [Expected Feedback Date].

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]