

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an acknowledgment of the receipt of the following documents submitted on [Insert Submission Date]:

- [Document 1]
- [Document 2]
- [Document 3]

We appreciate your submission and will review the documents accordingly. Should we require any additional information, we will reach out to you at the provided contact information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]