

# Preliminary Design Acknowledgment

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

[City, State, ZIP Code]

Dear [Contractor's Name],

We are writing to acknowledge the receipt of your preliminary design submission for the [Project Name]. We appreciate your efforts and the details provided.

After our initial review, we would like to confirm the following:

- Design elements meet initial project requirements.
- All materials proposed are aligned with project specifications.
- Feedback regarding modifications is enclosed for your review.

Please address the feedback and provide revised designs by [Insert Deadline]. We look forward to your collaboration on this project.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]