

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and express my gratitude for your valued recommendation regarding [specific subject or position]. Your support means a great deal to me and has positively impacted my professional journey.

Your insights and encouragement have provided me with the confidence to pursue new opportunities, and I truly appreciate the time you took to advocate on my behalf.

Thank you once again for your assistance. I look forward to staying in touch and hopefully returning the favor in the future.

Sincerely,

[Your Name]