

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to take a moment to express my sincere gratitude for your recent referral of [Referred Person's Name/Company]. Your trust and confidence in our services mean a lot to us.

We are delighted to inform you that we have successfully connected with [Referred Person's Name/Company] and initiated our collaboration. Your referral has opened up new opportunities for both parties, and we are excited about what lies ahead.

Thank you once again for your support and for believing in us. We value our relationship and look forward to continuing our successful partnership.

Warm regards,

[Your Name]

[Your Position]

[Your Company]