

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hereby acknowledge receipt of your request for the transfer of the contract concerning [Contract Name/Number] dated [Original Contract Date]. We appreciate your prompt communication and the information provided.

We are currently reviewing your request and will process it as per our company policy. We aim to keep you informed of the progress and will notify you upon the completion of the transfer process.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]