

Acknowledgment of Receipt

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally acknowledge the receipt of the revised building codes submitted on [Insert Date of Submission]. We appreciate your prompt attention to this matter and will review the revisions accordingly.

If you have any further information or documentation to provide, please do not hesitate to reach out to me.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]