

Acknowledgment of Report Receipt

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to acknowledge receipt of your report titled "[Report Title]" submitted on [Submission Date]. We appreciate your effort and the time invested in preparing this document.

Your report is currently under review, and we will reach out to you if we require any further information or clarification.

Thank you for your valuable contribution.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]