

Confirmation of Report Submission

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Report Submission

Dear [Recipient's Name],

This letter is to confirm that I have submitted the report titled "[Report Title]" on [Submission Date]. The report has been sent via [Method of Submission, e.g., email, postal service, etc.].

Please let me know if you require any further information or if there are any issues with the report.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]