

# Receipt for Submitted Report

Date: [Insert Date]

To: [Report Submitter's Name]

From: [Your Name/Your Organization]

Subject: Receipt of Report Submission

Dear [Report Submitter's Name],

We hereby acknowledge the receipt of your report titled "**[Report Title]**" submitted on **[Submission Date]**.

Your report is currently under review. We will contact you if further information is needed.

Thank you for your submission.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]