

# Receipt for Information Request

Date: **[Insert Date]**

To: **[Requester's Name]**

Address: **[Requester's Address]**

Dear **[Requester's Name]**,

We hereby acknowledge the receipt of your request for information submitted on **[Request Submission Date]**. Your request will be processed in accordance with our policies.

Details of the Request:

- Type of Information Requested: **[Specify Type]**
- Reference Number: **[Insert Reference Number]**

We aim to respond to your request within **[Insert Time Frame]**. If you have any further questions or require additional information, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your enquiry.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Your Organization]**