

# Official Acknowledgment of Proposal

**[Your Company Name]**  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

**[Recipient's Name]**  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We would like to formally acknowledge receipt of your proposal submitted on [Insert Submission Date] regarding [Brief Description of Proposal]. We appreciate your interest in collaborating with us and the effort you put into outlining your proposal.

Your proposal is currently under review, and we will provide you with feedback or further instructions by [Expected Response Date]. Should we require any additional information, we will reach out to you at the earliest.

Thank you once again for your interest and for considering [Your Company Name] for this opportunity.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]