

# Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your proposal titled "**[Proposal Title]**", submitted on [Insert Submission Date].

Thank you for your submission. Our team will review your proposal and get back to you shortly.

If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]