

# Confirmation of Receipt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your letter dated [Insert Date of Recipient's Letter]. We appreciate you reaching out and will review your correspondence promptly.

Should you have any questions in the meantime, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We will respond to you shortly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]