

Notification of Receipt

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge receipt of your correspondence dated [Insert Date of Correspondence]. Your communication is important to us.

We are currently reviewing the contents and will respond to you shortly.

Thank you for reaching out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]