

Change Request Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

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

Dear [Recipient's Name],

We acknowledge receipt of your change request dated [Insert Date of Change Request]. After careful review, we are pleased to inform you that your request has been approved.

Details of the change are as follows:

- **Change Request ID:** [Insert ID]
- **Description of Change:** [Insert a brief description]
- **Effective Date:** [Insert Effective Date]

Please ensure that all relevant parties are informed about this change. If you have any further questions or need additional information, feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Name]
[Your Position]
[Your Company]