

Receipt of Change Request Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Change Request

Dear [Recipient's Name],

We acknowledge receipt of your change request submitted on [Insert Date of Request]. The details of the requested change are as follows:

- **Change Request ID:** [Insert ID]
- **Description:** [Insert Description]
- **Requested By:** [Insert Requestor's Name]
- **Requested Date:** [Insert Date]

We appreciate your submission and will begin the assessment process immediately. You will receive a follow-up communication regarding the status of your request within [Insert Timeframe].

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]