

# Confirmation of Receipt

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Confirmation of Receipt - Delayed Reply

Dear [Recipient's Name],

Thank you for your patience regarding our delayed response to your inquiry. We apologize for the inconvenience caused.

We confirm that we have received your communication dated [Insert Date of Original Communication]. Our team is currently reviewing the details and will get back to you with a comprehensive response by [Insert Expected Response Date].

We appreciate your understanding in this matter and value your communication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]