

Letter of Acceptance for Information Request Acknowledgment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of your information request dated [Date of the request]. We appreciate your interest and assure you that we are currently reviewing your request.

We will work diligently to gather the necessary information and aim to respond to you by [Expected response date]. If you have any further questions or require additional details in the meantime, please do not hesitate to reach out.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]