

Acknowledgment of Information Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your request for information, received on [Insert Date]. We acknowledge the receipt of your request and are currently in the process of gathering the necessary information.

We appreciate your patience as we work to fulfill your request. If you have any further questions or need to provide additional information, please do not hesitate to contact us at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]