

Confirmation of Information Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received your request for information dated [Insert Date of Request]. We appreciate your interest and your patience as we process your request.

Our team is currently reviewing the information you requested. We will do our best to provide you with a comprehensive response by [Insert Expected Response Date].

If you have any further questions or require additional information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]