

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Information Request

We acknowledge receipt of your request for information dated [Date of Request]. Your request has been logged, and we will begin the process of gathering the requested information.

Please be informed that we will respond to your request by [Response Due Date], in accordance with our policies and procedures.

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

Thank you for your inquiry.

Sincerely,
[Your Name]
[Your Title]
[Company/Organization Name]