

Receipt Acknowledgment for Information Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of your request for information dated [Insert Date of Request]. Your request is currently being processed, and we appreciate your patience during this time.

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

Thank you for your inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]