

# Letter of Acknowledgment

Date: [Insert Date]

From: [Your Name] [Your Position] [Your Company] [Your Address]

To: [Recipient's Name] [Recipient's Position] [Recipient's Company] [Recipient's Address]

Dear [Recipient's Name],

Thank you for your detailed inquiry regarding [specific subject]. We appreciate the time and effort you took to outline your questions and concerns.

We acknowledge receipt of your response and will ensure that your inquiries are addressed promptly. Our team is currently reviewing the provided information, and we will revert back to you with a comprehensive response by [insert time frame].

If you have any additional questions in the meantime, please feel free to reach out.

Thank you once again for your inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]