

Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your travel plans submitted on [Insert Submission Date]. We appreciate you taking the time to send us the necessary details regarding your itinerary.

Your travel details have been reviewed, and everything appears to be in order. If we require any further information or clarification, we will reach out to you promptly.

Thank you for keeping us informed. We wish you safe travels!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]