

Letter of Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hereby acknowledge the receipt of your documents submitted on [Insert Submission Date]. The following documents have been received:

- [Document 1]
- [Document 2]
- [Document 3]

We appreciate your prompt submission and will review the documents accordingly. Should we require any further information, we will reach out to you directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]