

# Letter of Acknowledgment

Date: [Insert Date]

To,

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We would like to formally acknowledge the receipt of your proposal for security services submitted on [Insert Submission Date]. We appreciate the time and effort you have invested in preparing this proposal.

Our team is currently reviewing your offer, and we will reach out if we require any additional information. You can expect our feedback by [Insert Feedback Date].

Thank you once again for your interest in providing security services to [Your Company Name]. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]