

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Attorney's Name]

[Attorney's Firm Name]

[Firm Address]

[City, State, Zip Code]

Dear [Attorney's Name],

I am writing to formally acknowledge the receipt of your letter dated [Date of Letter] regarding my personal injury claim stemming from the incident that occurred on [Date of Incident].

I appreciate your assistance in navigating this matter and greatly value your expertise. I understand the next steps involve [briefly outline next steps or any actions you need to take].

If you require any additional information or documentation from my end, please do not hesitate to reach out. I look forward to working together to achieve a favorable resolution.

Thank you once again for your support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]