

Letter of Acknowledgment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We would like to take this opportunity to acknowledge your prompt and professional responsiveness regarding our recent inquiry. Your timely communication and solutions provided have greatly assisted us in making informed decisions and contributed positively to our working relationship.

We appreciate your commitment to excellence and look forward to our continued collaboration.

Thank you once again for your outstanding service.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]