

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of FVP Submission

I hope this letter finds you well.

We would like to formally acknowledge the receipt of your FVP (Funding Verification Proposal) submitted on [Submission Date]. After reviewing the documents, we confirm that your proposal meets our initial criteria for consideration.

We appreciate the effort and detail you have put into your submission. Our team will conduct a thorough review, and you can expect to hear from us regarding the next steps by [Response Date].

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]