

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to formally acknowledge the receipt of [describe the item, e.g., "your recent application for the position of Marketing Manager" or "the documents you submitted regarding the project proposal"].

We appreciate your effort and interest in [specific area or reason, e.g., "joining our team" or "collaborating with us"]. Your submission is currently under review, and we will get back to you by [specific date or timeline].

Thank you once again for your [interest, patience, etc.]. If you have any questions, please feel free to reach out to us at [contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]