

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

The Municipal Commissioner  
Kalyan-Dombivli Municipal Corporation (KDMC)  
[Office Address]  
[City, State, Zip Code]

Subject: Acknowledgment Letter

Dear [Commissioner's Name],

I hope this letter finds you well. I am writing to formally acknowledge the receipt of [mention the document or request] submitted to the Kalyan-Dombivli Municipal Corporation on [date of submission].

We appreciate the prompt attention given to our submission, and we look forward to your response regarding [specific details regarding the further process or information required].

Thank you for your cooperation and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Designation, if applicable]  
[Your Organization, if applicable]