

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of PPP Loan

We are writing to formally acknowledge the receipt of the Paycheck Protection Program (PPP) loan granted to [Your Company Name] under the CARES Act. This loan, with an amount of \$[Loan Amount], is intended to support our ongoing operations during these challenging times.

We appreciate your assistance and the efforts made to facilitate this process. The funds will be utilized to retain our employees and cover essential operational expenses, ensuring the continued service of our valued customers.

Should you require any further information or documentation, please do not hesitate to reach out.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]